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Calendar - Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 3, 1983

RECESSED TO JANUARY 7, 1983

PART I - 2:00 P.M.

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Present: Commissioner Texidor del Portillo

Commissioner Lee

Commissioner Gloyd

Excused: Commissioner Powell

Commissioner Salomon

Commissioner Texidor del Portillo presided

MINUTES: Special Meeting of November 29, 1982

Regular Meeting of December 6, 1982

Special Meeting of December 13, 1982

Action: Approve.

ANNOUNCEMENT

The Commission announced that it had met in Executive Session with the City Attorney to discuss the problem of long term temporary employees and possible remedies for that problem. No action taken.

CLASSIFICATION AND PAY:

1758-82 Amendments and retitling of the specification for Class 8344 Director of Institutions, Juvenile Court and 8330 Director, Boys Ranch School.
(Calendar Item No. B)

Action: Adopt staff report.

1. Retitle Class 8344 Director of Institutions, Juvenile Court to Class 8344 Director of Juvenile Hall.
2. Amend specification for Class 8344 as indicated in staff report.
3. Amend specification for Class 8330 Director, Boys Ranch School to reflect organizational changes.
4. Advise the department to amend their 1983-84 annual budget to reflect the change in title for Class 8344 Director of Juvenile Hall.

1764-82 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 3)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Concepcion Cayabyab 1650 Accountant	Office of Mayor	5	5
Clayton S. Scott 9205 Airport Communications Coordinator	Airports Commission	5	5
All Positions 3434 Tree Topper	Recreation & Park	5	5

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CLASSIFICATION AND PAY: (continued)

1764-82 (CONT')	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
	John Watters 2593 Health Program Coordinator III	Public Health	5	5
	Melody Fujimori 8176 Trial Attorney	Public Defender	4	4
	Louis Johnson 9140 Transit Manager I	Public Utilities Commission	5	4
	Jerry Kerner 1864 Senior Systems & Procedures Analyst	Public Utilities Commission	4	1
	John O'Neil 1844 Senior Management Asst.	Public Utilities Commission	5	2
	Angelo Figone 9142 Transit Manager III	Public Utilities Commission	2	1
	Richard Sinigiani 9142 Transit Manager III	Public Utilities Commission	2	1

- Action:
1. Requests from the Public Utilities Commission off calendar.
 2. Adopt staff report on all others.

1765-82 Classification survey of positions in various City Departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Controller Financial Dept. 09	1	1222 Sr. Payroll and Personnel Clerk (Sch. 39.3 \$638B769)	Same - Supervises the audit of all overtime timerolls and in lieu payments to assure timely processing; analyzes reports on overtime cost distribution and prepares summaries; supervises subordinate payroll clerks.
	1	1222 Sr. Payroll and Personnel Clerk (Sch. 39.3 \$638B769)	Same - Prepares and maintains records of agency shop dues deductions and makes changes as required; insures bi- monthly payment processing; responds to all inquiries regarding dues deductions; supervises one subordinate.
City Planning Dept. 29	1	1444 Clerk Stenographer (Sch. 35.8 \$541B652)	Same - Provides secretarial support to the administrator of the North of Market re- zoning and CECAP projects. Duties include taking dictation, typing technical reports and related clerical support activities.

CLASSIFICATION AND PAY: (continued)

1765-82 (CONT')	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
	City Planning Dept. 29	1	1426 Sr. Clerk Typist (Sch. 36.9 \$570B688)	Same - Provides general clerical support for planning and re-zoning projects. Duties include the typing & review of technical documents & correspondence, interpreting & enforcing office procedures.
		1	5412 Planning Coord. (\$1328B1328)	Same - Formulates, coordinates and implements major comprehensive planning and re-zoning projects; maintains liaison with citizens groups and public agencies; makes presentations before boards and commissions; supervises subordinate planning and support staff.
	Hetch Hetchy Dept. 32	1	5240 Electrical Engr. (Sch. 54.4 \$1304B1580)	Same - Under direction assists in overseeing the operations and maintenance of the Hetch Hetchy power system; reviews plans and specifications for modification of power system facilities; develops and monitors power generation schedules; assists in rate studies & the negotiation & administration of power contracts; supervises subordinate personnel.

Action: Adopt staff report.

1766-82 Salary Standardization, Fiscal Year 1983-84. (Calendar Item No. 2)

Action: Adopt staff report; post for two weeks, forward to the Board of Supervisors.

1769-82 Change of titles of Classes 2273 Interne and 2275-2283 Residents, Department of Public Health. (Calendar Item No. C)

Action: Adopt staff report.

1. Retitle Intern/Resident classifications as follows:

<u>FROM</u>	<u>TO</u>
2273 Interne	2273 Post M.D. I
2275 Assistant Resident I	2275 Post M.D. II
2277 Assistant Resident II	2277 Post M.D. III
2279 Assistant Resident III	2279 Post M.D. IV
2281 Assistant Resident IV	2281 Post M.D. V
2283 Chief Resident	2283 Post M.D. VI

NOTE: All salaries are at a contract rate.

2. Advise the department to adjust their budget to reflect these title changes.

CLASSIFICATION AND PAY: (continued)

1771-82

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
261-82/83	S.F. Fire Department	Claire Wiles Production
262-82/83	S.F. Fire Department	Dr. Jessica Gaynor
263-82/83	D.A. Family Support	Irwin Memorial Blood Bank
264-82/83	Airports Commission	I.P. Sharp Associates, Inc.
265-82/83	Airports Commission	Bernard A. Vallergera
266-82/83	Chief Administrative Officer	Valerie A. Lenz
267-82/83	Chief Administrative Officer	Touche Ross
268-82/83	Mayor's Office of Economic Develop.	R. Dan Gardner
269-82/83	Mayor's Office of Economic Develop.	Debra Bogut
270-82/83	Mayor's Office of Economic Develop.	Patricia Glass
271-82/83	City Planning	California Environmental Intern Program
272-82/83	S.F. Port Commission	Trade Information Planning Systems
273-82/83	S.F. Port Commission	Burns Security Services, Inc.
274-82/83	Public Utilities Commission	Anco Engineers, Inc.
275-82/83	Public Utilities Commission	Waters Consultant-Mr. Owen I. Uhlmeier
276-82/83	Public Utilities Commission	Health Record Services
277-82/83	Public Utilities Commission	Smith Dawson Associates, Inc.
278-82/83	Public Health	Carolyn Harvey
279-82/83	Public Health	Coleman Children & Youth Services
280-82/83	Public Health	Arnold Milstein, M.D.
281-82/83	Public Health	McCoy's Patrol Service
282-82/83	S.F. Fire Department	Pamela McLaughlin
283-82/83	Public Utilities Commission	Lisa McKeivitt
284-82/83	Public Utilities Commission	Joshua B. Rosten
285-82/83	Public Utilities Commission	Sandra Magana

CLASSIFICATION AND PAY: (continued)

1771-82
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
286-82/83	Public Works-Clean Water	Caldwell, Gonzalez, Kennedy & Tudor
287-82/83	Public Works-Clean Water	Hydroconsult Engineers
288-82/83	Public Health	Musick, Peeler, & Garrett
289-82/83	Public Health	Family Service Agency
290-82/83	Public Health	Efficient Medical Transportation
291-82/83	Public Health	California Detoxification Program, Inc.

- Action:
1. Contract Number 267-82/83 off calendar at the request of the Department.
 2. Adopt staff report on all others; notify the offices of the Controller and the Purchaser.

1781-82

Classification of positions to staff the Office of Citizen Complaints, San Francisco Police Department. (Calendar Item No. 4)

Action: Adopt staff report.

1. Establish three new classifications, with salaries as indicated and allocate positions as follows:

1-8128 Director, Office of Citizen Complaints
(Sch. J.Z 55.0 \$1342B1626).
2-8126 Sr. Investigator, Office of Citizen Complaints
(Sch. J.Z 47.6 \$943B1141)
7-8124 Investigator, Office of Citizen Complaints
(Sch. J.Z 45.9 \$870B1052)
2. Complete the staffing of the Office of Citizen Complaints by allocating positions as follows:

1-1408 Principal Clerk
(Sch. 40.8 \$684B826)
1-1446 Senior Clerk Stenographer
(Sch. 38.9 \$625B755)
1-1430 Transcriber Typist
(Sch. 35.6 \$536B647)
1-1426 Senior Clerk Typist
(Sch. 36.9 \$570B688)
3. Amend Annual Salary Ordinance to reflect this action.
4. The Police Department has submitted a supplemental appropriation request.

IN-SERVICE ACTIVITIES:

2582-82

Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles. (Calendar Item No. 5)

November 1, 1982: Post for adoption at the meeting of December 6, 1982.

December 6, 1982: Over to the meeting of January 3, 1983.

Action: Over to the meeting of February 7, 1983.

IN-SERVICE ACTIVITIES: (continued)

- 2717-82 Appeal of Discrimination Complaint Hearing Panel Decision in the matter of Albert T. Williams vs Department of Public Health Mission Mental Health Services, Day Treatment Program. (Calendar Item No. 6)
- Action: Over to the meeting of January 17, 1983 at the request of the Department of Public Health.
- 2770-82 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. D)
- Oral Authorization Numbers: 6067-6255
- Action: Over to the meeting of January 17, 1983.

RECRUITMENT AND EXAMINATION:

- 40487-82 Request for reconsideration of action on key protests in the Sheriff's Department promotional series of examinations. (Calendar Item No. 27)
- December 13, 1982: Over to the meeting of January 3, 1983.
- Action: Adopt staff report as amended by allowing options 3 and 4 to Item 91.
- 40488-82 Special Report - H-40 Battalion Chief Examination. (Calendar Item No. 7)
- December 13, 1982: Over to the meeting of January 3, 1983 at the request of Captain Grey.
- Action: Over to the meeting of January 17, 1983 at request of Captain Grey's attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 3, 1983

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

James Batton, 7409 Electrical Transit Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 11/16/82. (Calendar Item No. 10) (1)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

Action: Over to the meeting of January 17, 1983 at his request.

Charles Brand, 2143 Hospital Assistant Administrator, LT, Department of Public Health, Laguna Honda Hospital, 11/16/82. (Calendar Item No. 9) (1)

December 6, 1982: Refer to the General Manager, Personnel for investigation and report. Recalendar for the meeting of January 3, 1983.

Action: Over to the meeting of January 17, 1983 at request of Department of Public Health and Commission Staff.

Dennis K. Chambers, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 6/25/82. (Calendar Item No. 11) (1)

December 6, 1982: Over to the meeting of January 3, 1983.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Calvin Chen, Q-2 Police Officer, 25/E-95, San Francisco Police Department, Northern Station, 11/24/82. (Calendar Item No. 20) (6)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

Action: No employment in Class Q-2 Police Officer for one year. Future employment subject to the review and approval of the General Manager, Personnel.

Denise Deshay, 9163 Transit Operator, 659/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/8/82. (Calendar Item No. 16) (2)

December 13, 1982: Over to the meeting of January 3, 1983 at the request of Transport Workers Union.

Action: Off calendar. Ms. Deshay or her representative to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination.

Donald W. Dudley, 9163 Transit Operator, 1533/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/2/82. (Calendar Item No. 24) (7)

Action: Over to the meeting of January 17, 1983 at his request.

Daryl Greig, 7334 Stationary Engineer, LT, The Fine Arts Museums, Operations Division, 12/2/82. (Calendar Item No. 12) (1)

December 13, 1982: Over to the meeting of January 3, 1983 at request of his attorney.

Action: Off calendar. Mr. Greig or his attorney to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination.

Terry Hill, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 12/8/82. (Calendar Item No. 13) (1)

Action: Over to the meeting of February 7, 1983 at his request.

Charles R. Jackson, 8207 Building & Grounds Patrol Officer, 113/E-3, Department of Public Works, Building Repair Division, 10/26/82. (Calendar Item No. 25) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Batholomew G. Johnson, Q-2 Police Officer, 26/E-95, San Francisco Police Department, Support Services Bureau, 12/8/82. (Calendar Item No. 22) (6)

Action: Over to the meeting of February 7, 1983.

Robert Lall, 1844 Senior Management Assistant, 28/CPE-1, Airports Commission, 12/7/82. (Calendar Item No. 8) (5)

Action: Over to the meeting of January 17, 1983 at request of his attorney.

Floyd Mitchell, Jr., 2708 Custodian, 122/E-1, Airports Commission, Custodial Division, 12/12/82. (Calendar Item No. 19) (4)

Action: Return name to list. No future employment with the Airports Commission.

Karen O'Brien, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 12/8/82. (Calendar Item No. 14) (1)

Action: Over to the meeting of February 7, 1983 at request of her attorney.

Melvin L. Pierre, 9163 Transit Operator, 1456/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/15/82. (Calendar Item No. 23) (7)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

Action: Over to the meeting of January 17, 1983 at his request.

Teddy M. Querubin, Q-2 Police Officer, 385/E-90, San Francisco Police Department, Mission Station, 10/21/82. (Calendar Item No. 21) (6)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

Action: Approve.

Randolph L. Taylor, Q-2 Police Officer, 4/E-94, San Francisco Police Department, Support Services Bureau, Crime Lab, 11/30/82. (Calendar Item No. 18) (4)

December 13, 1982: Over to the meeting of January 3, 1983 at request of his attorney.

Action: Over to the second meeting in February at the request of his attorney.

Richard Taylor, 7502 Asphalt Worker, 9/E-6, Department of Public Works, Street & Sewer Repair Division, 11/17/82. (Calendar Item No. 17) (2)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

Action: Over to the meeting of January 17, 1983.

James Wertz, Q-50 Sergeant, V-52/P-21, San Francisco Police Department, 11/14/79. (Calendar Item No. 26) (7)

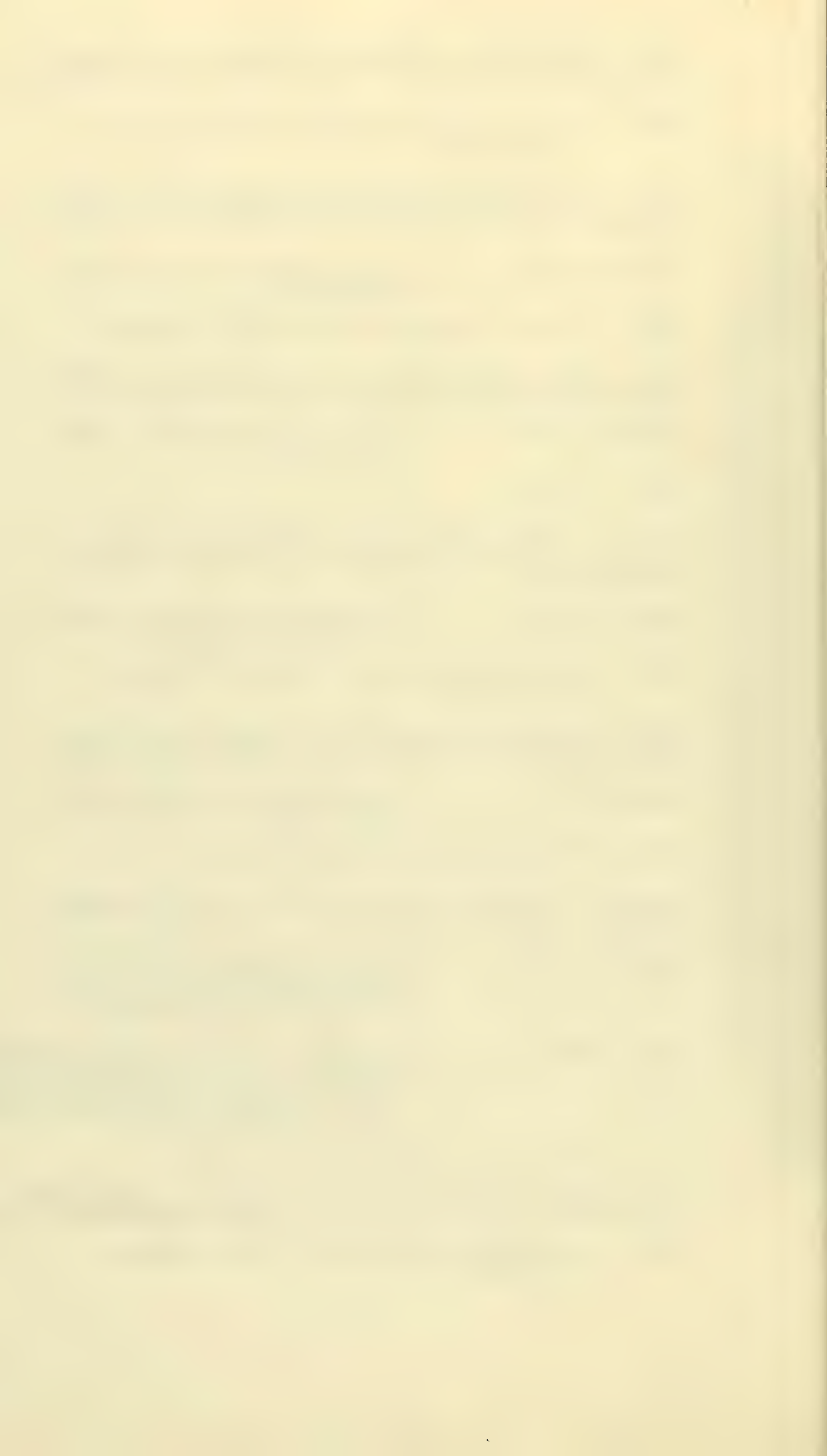
December 17, 1979: Over to the meeting of January 7, 1980. To be placed on the calendar for the meeting of January 7, 1980 for the purpose of being placed "off calendar."

January 7, 1980: Off calendar. Mr. Wertz to notify the Assistant Secretary, Civil Service Commission when prepared to proceed. To remain under waiver of all employment pending Civil Service Commission determination of future employability.

Action: Off calendar. Reinstated by Police Commission.

Dennis C. Wydler, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 12/8/82. (Calendar Item No. 15) (1)

Action: Over to the meeting of February 7, 1983 at request of his attorney.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 17, 1983

PART I - 2:00 P.M.

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Present: Commissioner Lee
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Texidor del Portillo
Commissioner Lee presided

MINUTES: Regular Meeting of January 3, 1983
(Recessed to January 7, 1983)

Action: Over to the meeting of February 7, 1983.

ANNOUNCEMENT

The Commission announced that it had met in Executive Session with the City Attorney to discuss a matter of litigation. No action was taken.

The Commission announced that an Ad Hoc Committee had been formed to study the long-term temporary employee situation and that the President and Vice President would participate in this Committee.

CLASSIFICATION AND PAY:

1535-82 Request to reclassify Planner II positions in the Department of City Planning. (Calendar Item No. 2)
September 20, 1982: Over to the meeting of October 18, 1982 at request of Department of City Planning.
October 18, 1982: Off calendar at request of Department of City Planning.
Action: Over to the meeting of February 7, 1983.

1001-83 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 1)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
292-82/83	Public Works	Harding-Lawson Associates
293-82/83	Public Works	Andrew Calvert & Associates
294-82/83	Public Health	Women's Protection Program
295-82/83	Public Health	Fox Plaza Pharmacy, Inc.
296-82/83	City Planning	Enironmental Science Associates
297-82/83	Social Services	University of California, S.F. School of Medicine
298-82/83	D.A./Victim Witness	University of San Francisco
299-82/83	D.A./Victim Witness	S.F. State University

CLASSIFICATION AND PAY: (continued)

1001-83
(CONT')

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
300-82/83	D.A./Victim Witness	Hastings College of the Law
301-82/83	D.A./Victim Witness	University of California, Berkeley
302-82/83	Public Utilities Commission	J.E. Greig, Inc.
303-82/83	S.F. Port Commission	American Conservatory Theatre, Ben Moore

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

IN-SERVICE ACTIVITIES:

2487-82

Review of requests to extend limited tenure appointments of twelve or more months duration as of June 30, 1982 (Civil Service Commission Rule 19, Section 19.07). (Calendar Item No. 7)

May 17, 1982: Adopt staff report. Approve extension of Limited Tenure appointments until September 30, 1982.

September 20, 1982: 1. Extend limited tenure appointments of twelve or more months duration as of June 30, 1982 until October 4, 1982.
2. Over to the meeting of October 4, 1982.

October 4, 1982: Extend limited tenure appointments until December 6, 1982.

December 6, 1982: Approve requests until January 31, 1982; calendar for Civil Service Commission on January 17, 1983.

Action: 1. Approve requests until February 28, 1983; calendar for Commission review on February 22, 1983.
2. Proposal for management study of the Commission over to a future meeting to be determined by the Commission.

2717-82

Appeal of Discrimination Complaint Hearing Panel decision in the matter of Albert T. Williams vs. Department of Public Health Mission Mental Health Services, Day Treatment Program. (Calendar Item No. 10)

January 3, 1983: Over to the meeting of January 17, 1983 at the request of the Department of Public Health.

Action: Over to the meeting of February 7, 1983.

2770-82

From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 8)

Oral Authorization Numbers: 6067-6255

January 3, 1983: Over to the meeting of January 17, 1983.

Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents)

IN-SERVICE ACTIVITIES: (continued)

4016-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 9)

Oral Authorization Numbers: 6256-6406

Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents)

RECRUITMENT AND EXAMINATION:

40447-82 Special Report - Class Q-2 Police Officer - (Kevin M. Baker)
(Calendar Item No. 24)

December 6, 1982: Over to the meeting of January 17, 1983
at request of Mr. Baker's attorney.

Action: Over to the meeting of February 7, 1983 at the request
of his attorney.

40488-82 Special Report - H-40 Battalion Chief Examination. (Calendar Item No. 3)

December 13, 1982: Over to the meeting of January 3, 1983
at the request of Captain Grey.

January 3, 1983: Over to the meeting of January 17, 1983
at request of Captain Grey's attorney.

Action: Over to the meeting of February 7, 1983. The proctors
in Captain Grey's room during the written portion of
of the examination to be in attendance.

3004-83 Lease of property for examination purposes: requesting authorization
by the Board of Supervisors by resolution. (Calendar Item No. 5)

Action: Adopt staff report; submit proposed resolution to the
Mayor and the Board of Supervisors for approval.

3006-83 Appeal of staff denial of protests filed on the oral examination for
Class 8214 Parking Control Officer. (Calendar Item No. 6)

Action: Over to the meeting of February 7, 1983 at request
of Local 400.

3008-83 Appeals of action by General Manager, Personnel in establishing the
rating key for the H-40 Battalion Chief, Fire Department written test
held November 20, 1982. (Calendar Item No. 4)

Action: Adopt staff report; adopt key as amended.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 17, 1983

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separations.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

James Batton, 7409 Electrical Transit Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, 11/16/82. (Calendar Item No. 12) (1)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Utilities Commission.

Charles Brand, 2143 Hospital Assistant Administrator, LT, Department of Public Health, Lagund Honda Hospital. 11/16/82. (Calendar Item No. 13) (1)

December 6, 1982: Refer to the General Manager, Personnel for investigation and report. Recalendar for the meeting of January 3, 1983.

January 3, 1983: Over to the meeting of January 13, 1983 at request of Department of Public Health and Commission Staff.

Action: Over to the meeting of February 7, 1983 at the request of the Department.

Ethaniel Brooks, 4366 Collection Supervisor, LT, San Francisco Port Commission, Accounting Division, 1/7/83. (Calendar Item No. 16) (1)

Action: Over to the meeting of February 7, 1983 at the request of his attorney.

Donald W. Dudley, 9163 Transit Operator, 1533/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/2/82. (Calendar Item No. 20) (7)

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

Action: Over to the meeting of February 7, 1983 due to lack of a quorum.

Roberto D. Galaviz, 7389 Metalsmith, LT, Purchasing Department, Central Shops, 11/26/82. (Calendar Item No. 15) (1)

Action: Over to the meeting of February 7, 1983 at request of his representative.

Kevin Ingraham, 2907 Eligibility Worker Supervisor, 67/P-2, Department of Social Services, 1/4/83. (Calendar Item No. 18) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Jill Kanoff, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 12/31/82. (Calendar Item No. 14) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Robert Lall, 1844 Senior Management Assistant, 28/CPE-1, Airports Commission, 12/7/82. (Calendar Item No. 11) (5)

January 3, 1983: Over to the meeting of January 17, 1983 at request of his attorney.

Action: Reinstate to a position in the class from which promoted. Return name to Class 1844 list. The Airports Commission agreed that Mr. Lall would be appointed upon certification and commence a new probationary period.

McKinley Mosley, 2708 Custodian, V-120/E-57, Airports Commission, Custodial Division, 12/26/82. (Calendar Item No. 22) (7)

Action: Over to the meeting of February 7, 1983 due to lack of a quorum.

Milton Parnell, 2302 Orderly, 103/E-309, Department of Public Health, Laguna Honda Hospital, 12/19/82. (Calendar Item No. 21) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health or to any health facility with the City and County.

Melvin L. Pierre, 9163 Transit Operator, 1456/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/15/82. (Calendar Item No. 19) (7)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

Action: Off calendar. Mr. Pierre to notify the Civil Service Commission when prepared to proceed. To remain ineligible for all employment with the City and County pending final Commission action.

Sheryl Scott, 8217 Station Officer, 26/E-3, Sheriff's Department, Prisoner Custody, 12/22/82. (Calendar Item No. 23) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Sheriff's Department.

Richard Taylor, 7502 Asphalt Worker, 9/E-6, Department of Public Works, Street & Sewer Repair Division, 11/17/82. (Calendar Item No. 17) (2)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

Action: Over to the meeting of February 7, 1983 due to lack of a quorum.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 7, 1983

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Gloyd (Items Missed: 17, 19, 20, 22, 27, 30 & 31)
Commissioner Powell
Commissioner Salomon (Items Missed: 30 & 31)
Commissioner Texidor del Portillo presided

MINUTES: 1. Regular Meeting of January 3, 1983
(Recessed to January 7, 1983)
2. Regular Meeting of January 17, 1983
Action: Approve.

DOCUMENTS DEPT.

FEB 18 1983

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SPECIAL ORDER OF BUSINESS

The Commission voted to reconsider its earlier action on Item 5 (File No. 1535-82) relative to the reclassification of five (5) positions in Class 5270 Planner II. This matter will be recalendared at a future meeting.

CLASSIFICATION

1535-82 Request to reclassify Planner II positions in the Department of City Planning. (Calendar Item No. 5)

September 20, 1982: Over to the meeting of October 18, 1982 at request of Department of City Planning.

October 18, 1982: Off calendar at request of Department of City Planning.

January 17, 1983: Over to the meeting of February 7, 1983.

Action: Adopt staff report. (Vote of 3 to 2: Commissioners Lee and del Portillo dissenting).

1. Reclassify one vacant position in Class 5278 Planner II (Sch. 46.1 \$878B1062) to 5281 Planner III, Administrative (Sch. 49.6 \$1037B1255).
2. Reclassify one vacant position in Class 5278 Planner II (Sch. 46.1 \$878B1062) to 5280 Planner III (Sch. 49.6 \$1037B1255).
3. Reclassify one vacant position in Class 5278 Planner II (Sch. 46.1 \$878B1062) to 5238 City Planning Graphics Aide (Sch. 43.9 \$792B856).
4. Reclassify two vacant positions in Class 5278 Planner II (Sch. 46.1 \$878B1062) to 5261 Architectural Assistant II (Sch. 46.3 \$887B1073).
5. Amend Annual Salary Ordinance Sections 290100 and 290200 accordingly.
6. Instruct the Department of City Planning to submit a supplemental appropriation request.



CLASSIFICATION: (continued)

1004-83 Classification survey of positions in the Department of Public Health's Medically Indigent Adult Program. (Calendar Item No. A)

Action: Adopt staff report; classify 152 positions as indicated in the staff report.

1007-83 Establishment of a new classification and allocation of one position authorized in the 1982-83 Public Utilities Commission budget; abolishment of Class 9174 Security Chief, San Francisco Municipal Railway. (Calendar Item No. B)

Action: Adopt staff report.

1. Establish Class 8221 Security Services Manager, Public Utilities Commission (Sch. 54.7 \$1323B1603) per the class specification indicated in the staff report.
2. Allocate one position listed in the Public Utilities Commission 1982-83 budget as A395 Facilities Security Officer (J \$1457B1765) to Class 8221 Security Services Manager, Public Utilities Commission (Sch. 54.7 \$1323B1603).
3. Abolish Class 9174 Security Chief, San Francisco Municipal (Sch. 48.2 \$970B1174).
4. Amend Annual Salary Ordinance Section 40/400400/08051 to reflect these actions.
5. Advise the department to submit a supplemental appropriation request.

1010-83 Renumbering of six classifications to conform with the current class designation system. (Calendar Item No. C)

Action: Adopt staff report.

1. Renumber the following classes as indicated:

<u>CURRENT</u>	<u>NEW</u>
G 58.1 Special Examiner	1229 Special Examiner
I 53.1 Vendor Helper	3301 Vendor Helper
R 54 Athletic Attendant	3210 Athletic Attendant
R 101 Camp Assistant	3264 Camp Assistant
R 102 Camp Manager	3266 Camp Manager
Y 6	3530 Organist

2. Notify the respective departments to amend their 1983-84 budgets to reflect these changes.

1012-83 Proposed policy for the review of personal services contracts. (Calendar Item No. 4)

No action taken.

1014-83 Request to reclassify one position in Class 1452 Stenographic Secretary in the Assessor's Office. (Calendar Item No. D)

Action: Adopt staff report.

1. Reclassify one position in Class 1452 Stenographic Secretary (Sch. 42.0 \$724B874) to Class 1528 Administrative Secretary (Sch. 43.2 \$766B925).

CLASSIFICATION: (continued)

- 1014-83
(CONT')
2. Amend Annual Salary Ordinance Section 020400 to reflect this action.
 3. Advise the department to submit a supplemental appropriation request to adjust their budget.

NOTE: A Civil Service Examination is in progress for Class 1528 Administrative Secretary. This position will be filled from the list of eligibles resulting from the examination.

1015-83
Classification survey of positions in various City Departments.
(Calendar Item No. E)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Police Dept. Dept. 38	1	1842 Management Assistant (Sch. 45.0 \$834B1008)	Same - Assists in various phases of budget preparation; updates and maintains departmental personnel data base; assists in the administrative functioning of Hall of Justice word processing systems.
Public Utilities Commission Dept. 40	1	1408 Principal Clerk (Sch. 40.8 \$684B826)	Same - Supervises and assists subordinate clerks in processing and handling mail for the PUC, Muni, Water Dept. & Hetch Hetchy; develops and enforces mailroom policies and procedures, coordinates delivery and pick-up services for nine city-wide locations; oversees metering, sorting and related services; receives and resolves complaints regarding service.
	1	1408 Principal Clerk (Sch. 40.8 \$684B826)	<u>1404 Clerk (Sch. 34.1 \$500B 602).</u> Processes & handles mail for the PUC, Muni, Water Dept., & Hetch Hetchy; delivers & picks up mail at various city-wide locations; sorts and meters mail; performs related clerical services.
Public Defender Dept. 5	1	8142 Public Defender's Investigator (Sch. 48.5 \$984B1191)	Same - Performs responsible investigative work in connection with the department's Mental Health Unit; interviews witnesses; prepares evidence for hearings.
	4	8176 Trial Attorney- Civil & Criminal (Sch. 52.6 \$1197B1450)	Same - Represents indigent criminal defendants in court; prepares writs and appeals; conducts hearings in City hospitals.
Social Services Dept. 45	3	2910 Social Worker (Sch. 42.4 \$738B891)	Same - Provides family and children's services to the Asian refugee population; advises and counsels clients regarding family, economic, physical and social situations.

Action: Adopt staff report.

CLASSIFICATION: (continued)

1016-83

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
304-82/83	Art Commission	Juana Franklin
305-82/83	Fire Department	Orrick, Herrington & Sutcliffe
306-82/83	Fire Department	Psychological & Human Resources Consultants
307-82/83	Retirement System	John F. Forbes & Co.
308-82/83	Chief Administrative Officer	Pannell Kerr Forster
309-82/83	Chief Administrative Officer	Deloitte Haskins & Sells
310-82/83	Chief Administrative Officer	S.F. Community Recyclers
311-82/83	Chief Administrative Officer	Environmental Intern Program
312-82/83	Chief Administrative Officer	David Gavrich
313-82/83	S.F. Port Commission	Broom & Broom, Inc.
314-82/83	Social Services	Performing Arts Workshop
315-82/83	Social Services	Douglas R. Korpi, Ph.D.
316-82/83	City Planning	HNTB/CMTA/Greiger Berger, Blyth Eastman, Paine Webber, Inc., Kaplan/McLaughlin/Diaz
317-82/83	Public Utilities Commission	Wallace G. McOuat, Inc.
318-82/83	Public Works	Henry L. Chapot & Associates
319-82/83	Public Works	Analysts Inc.
320-82/83	Public Works/Clean Water	Norman S. Buell & Associates
321-82/83	Public Health	Brown & Associates
322-82/83	Public Health	Gateway Family Health, Inc.
323-82/83	Public Health	Shanti Project
324-82/83	Public Health	Kaposi Sarcoma Research & Education Foundation
325-82/83	Public Health	Adams, Kouka & Dickson
326-82/83	Civil Service Commission	Biddle & Associates

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION: (continued)

1022-83 From the General Manager, Personnel: Request for clarification of Civil Service Commission action of December 6, 1982 relative to the appointment of an employee to Class 1550 Executive Assistant to the Board of Education.

Action: Over to the meeting of February 22, 1983.

COMPENSATION:

2022-83 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. F)

Action: Adopt staff report; approve requests for the payment of overtime compensation for employees designated by the "Z" symbol as indicated in staff report.

IN-SERVICE ACTIVITIES:

2116-82 Complaint alleging race, sex, and sexual orientation discrimination under Civil Service Rule 1.03 (f). (Calendar Item No. 8)

December 6, 1982: Off calendar.

Action: Dismiss the findings of the Discrimination Complaint Hearing Panel and the complaint of Albert T. Williams.

2582-82 Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles. (Calendar Item No. G)

November 1, 1982: Post for adoption at the meeting of December 6, 1982.

December 6, 1982: Over to the meeting of January 3, 1983.

January 3, 1983: Over to the meeting of February 7, 1983.

Action: Over to the meeting of March 7, 1983.

2717-82 Appeal of Discrimination Complaint Hearing Panel Decision in the matter of Albert T. Williams vs. Department of Public Health Mission Mental Health Services, Day Treatment Program. (Calendar Item No. 7)

January 3, 1983: Over to the meeting of January 17, 1983 at the request of the Department of Public Health.

January 17, 1983: Over to the meeting of February 7, 1983.

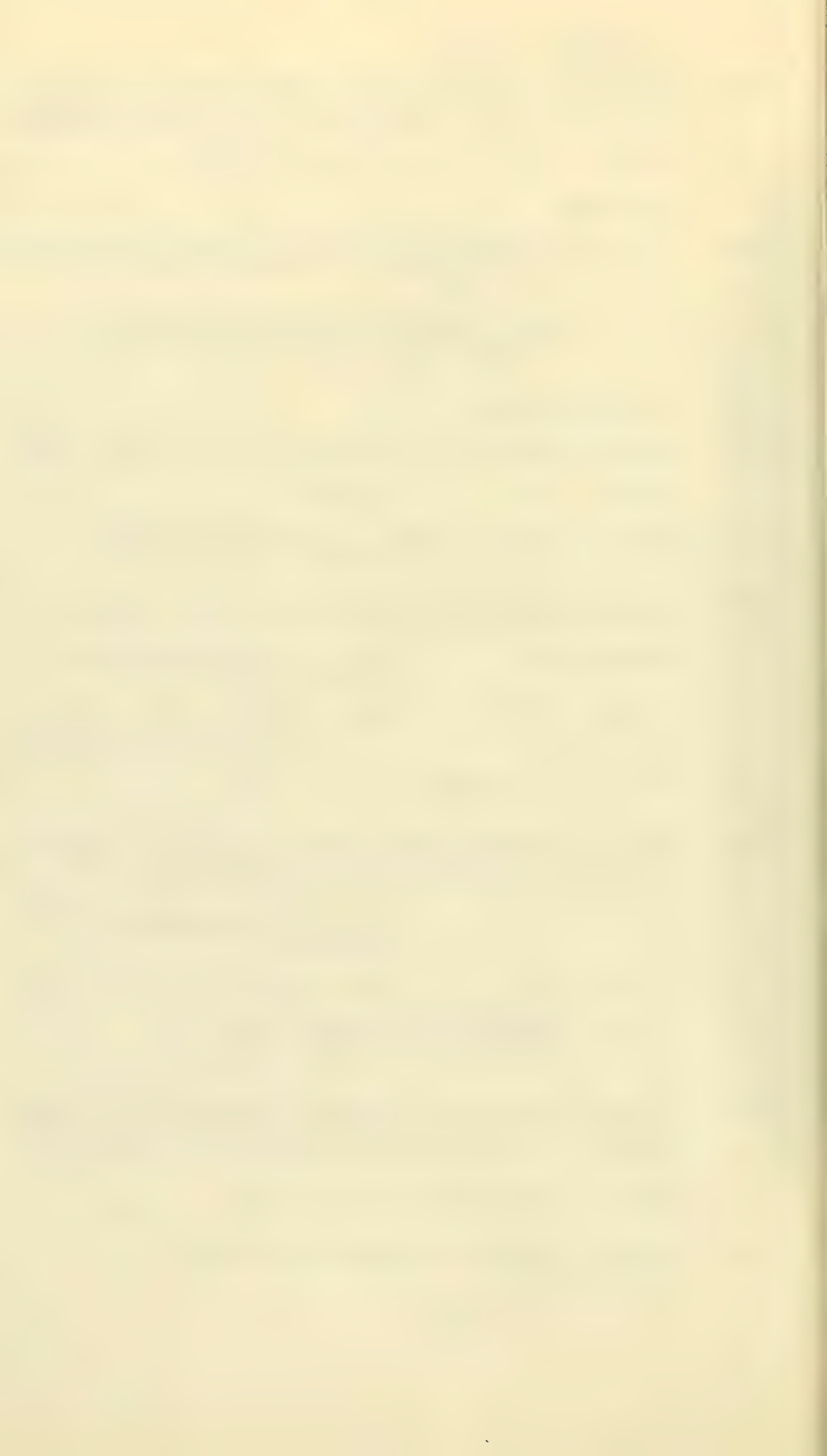
Action: Grant appeal of the Department of Public Health.
Dismiss the complaint of Albert T. Williams.
(Vote of 4 to 1: Commissioner Gloyd dissents)

4098-83 Proposed Findings of Fact in the matter of the termination of the entrance probationary period of Curtis Jean, Class 9163 Transit Operator, Public Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 10)

Action: Over to the meeting of March 7, 1983.

4109-83 Request for one additional Designated Bilingual Position.
(Calendar Item No. H)

Action: Adopt staff report.



IN-SERVICE ACTIVITIES: (continued)

- 4118-83 Preliminary Budget Discussion: Budget request, Fiscal Year 1983-84.
(Calendar Item No. 37)

No action taken.
- 4119-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. I)

Oral Authorization Numbers: 6407-6634

Action: Approve.
- 4121-83 Appeal of the decision of the General Manager, Personnel not to reinstate Robert Smith, Class 2526 Ambulance Driver pursuant to Civil Service Commission action of April 19, 1982. (Calendar Item No. 9)

Action: Deny staff report. Order Robert Smith reinstated with back-pay mitigated by wages earned in other employment.
(Vote of 3 to 2: Commissioners Salomon and del Portillo dissenting)

EXAMINATION:

- 40447-82 Special Report - Class Q-2 Police Officer - (Kevin M. Baker).
(Calendar Item No. 15)

December 6, 1982: Over to the meeting of January 17, 1983
at request of Mr. Baker's attorney.

January 17, 1983: Over to the meeting of February 7, 1983
at the request of his attorney.

Action: Over to the meeting of February 22, 1983 at request
of Mr. Baker's attorney.
- 40488-82 Special Report - H-40 Battalion Chief Examination. (Calendar Item No. 11)

December 13, 1982: Over to the meeting of January 3, 1983
at the request of Captain Grey.

January 3, 1983: Over to the meeting of January 17, 1983
at request of Captain Grey's attorney.

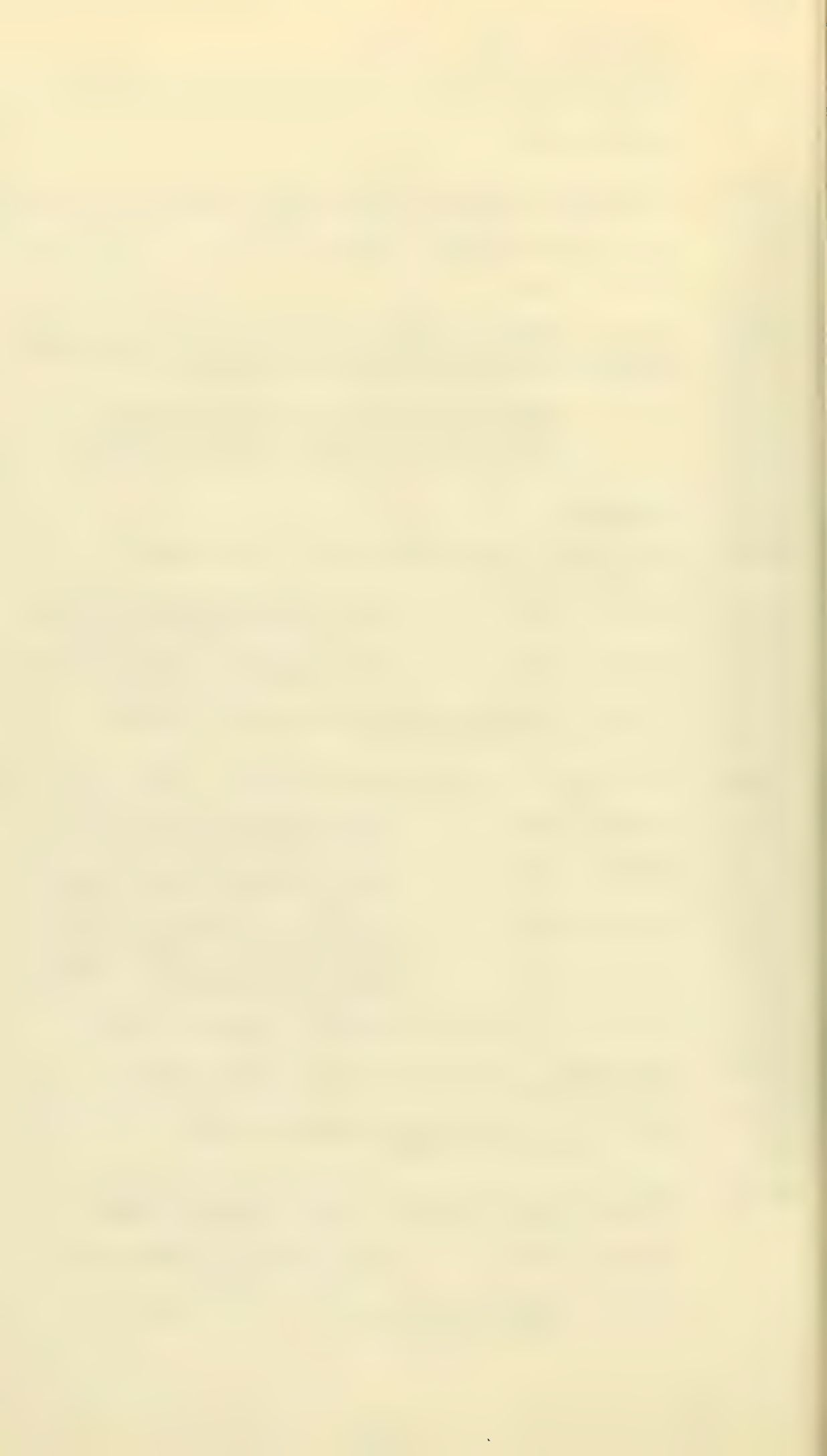
January 17, 1983: Over to the meeting of February 7, 1983.
The proctors in Captain Grey's room
during the written portion of the exam-
ination to be in attendance.

Action: Cancel the examination papers of Captain Gerald Grey.
- 3003-83 Special Report - Class Q-2 Police Officer - (Richard DeBella).
(Calendar Item No. 14)

Action: Over to the meeting of February 22, 1983 at
Mr. DeBella's request.
- 3006-83 Appeal of staff denial of protests filed on the oral examination for
Class 8214 Parking Control Officer. (Calendar Item No. 16)

January 17, 1983: Over to the meeting of February 7, 1983
at request of Local 400.

Action: Over to the meeting of February 22, 1983 at request
of attorney for Local 400.



EXAMINATION: (continued)

3033-83 Appeals on ratings in the examination for Class H-40 Battalion Chief.
(Calendar Item No. 12)

Action: Over to the meeting of February 22, 1983 at request
of appellants' attorneys.

3037-83 Request from Juanita Stockwell for hearing pertaining to her re-
application for Class Q-2 Police Officer. (Calendar Item No. 13)

No action taken.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

No report.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

1. Commissioner Texidor del Portillo reported that she and Commissioner Lee had met with John Walsh and certain staff members concerning the temporary employee issue. A summary of that discussion will be prepared and circulated among the Commissioners.
2. The Commission asked Mr. Walsh to investigate allegations of discriminatory hiring practices at the Center for Special Problems, Department of Public Health.
3. Commissioner Salomon commented on the proposed Budget Request for Fiscal Year, 1983-84 and requested that the proposal be augmented to include a request for word-processing equipment.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 7, 1983

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Charles Brand, 2143 Hospital Assistant Administrator, LT, Department of Public Health, Laguna Honda Hospital, 11/16/82. (Calendar Item No. 22) (1)

December 6, 1982: Refer to the General Manager, Personnel for investigation and report. Recalendar for the meeting of January 3, 1983.

January 3, 1983: Over to the meeting of January 17, 1983 at request of Department of Public Health and Commission Staff.

January 17, 1983: Over to the meeting of February 7, 1983 at the request of the Department.

Action: Approve.

Ethaniels Brooks, 4366 Collection Supervisor, LT, San Francisco Port Commission, Accounting Division, 1/7/83. (Calendar Item No. 27) (1)

January 17, 1983: Over to the meeting of February 7, 1983 at the request of his attorney.

Action: Over to the meeting of March 7, 1983 for the purpose of preparing an auditor's report.

John Deely, 1404 Clerk, 20/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 1/10/83. (Calendar Item No. 31) (4)

Action: Remove waiver on City-wide list for Class 1404 Clerk.
One more chance to establish a satisfactory work record.
Future employment subject to medical clearance by a designated Commission physician.

Donald W. Dudley, 9163 Transit Operator, 1533/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/2/82. (Calendar Item No. 18) (7)

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

Action: Over to the meeting of February 22, 1983 at his request.

Roberto D. Galaviz, 7389 Metalsmith, LT, Purchasing Department, Central Shops, 11/26/82. (Calendar Item No. 23) (1)

January 17, 1983: Over to the meeting of February 7, 1983 at request of his representative.

Action: Approve. Cancel all current examination and eligibility status.. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Purchasing Department.

Terry Hill, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 12/8/82. (Calendar Item No. 24) (1)

January 3, 1983: Over to the meeting of February 7, 1983 at his request.

Action: Over to the meeting of March 21, 1983 at request of his attorney.

Frank Hopper, 0330 Deputy Clerk, 71/CPE-1, Municipal Court, Small Claims Division, 12/21/82. (Calendar Item No. 21) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Municipal Court.

Batholomew G. Johnson, Q-2 Police Officer, 26/E-95, San Francisco Police Department, Support Services Bureau, 12/8/82. (Calendar Item No. 33) (6)

January 3, 1983: Over to the meeting of February 7, 1983.

Action: Over to the meeting of February 22, 1983 at his request.

Scott Kapala, 6270 Housing Inspector, 4/E-11, Department of Public Works, Building Inspection Division, 1/19/83. (Calendar Item No. 32) (4)

Action: Off calendar. To notify Assistant Secretary when prepared to proceed. To remain under waiver of all City and County employment pending final Commission action.

Alexander Lukin, Q-2 Police Officer, 64/E-94, San Francisco Police Department, Support Services Bureau, 11/3/82. (Calendar Item No. 29) (4)

December 13, 1982: Over to the meeting of February 7, 1983 at his request.

Action: Off calendar at request of his attorney. To notify Assistant Secretary when prepared to proceed. To remain under waiver of all City and County employment pending final Commission action.

Clyde R. McClelland, Q-2 Police Officer, 85/E-96, San Francisco Police Department, Central Station, 1/19/83. (Calendar Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Gregory Miller, 1424 Clerk Typist, 230/E-174, Assessor's Office, Technical Services Division, 1/10/83. (Calendar Item No. 19) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel. Under waiver of employment until he submits evidence of satisfactory progress in a rehabilitation program for six (6) months.

McKinley Mosley, 2708 Custodian, V-120/E-57, Airports Commission, Custodial Division, 12/26/82. (Calendar Item No. 17) (7)

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Karen O'Brien, 8238 Police Communication Dispatcher, LT, San Francisco Police Department, Communications Division, 12/8/82. (Calendar Item No. 25) (1)

January 3, 1983: Over to the meeting of February 7, 1983 at request of her attorney.

Action: Disapprove. Reinstate to position. (Vote of 3 to 2: Commissioners Lee and Texidor del Portillo dissent)

Terrence Sullivan, 2302 Orderly, LT, Department of Public Health, San Francisco General Hospital Medical Center, 8/25/82. (Calendar Item No. 36) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Richard Taylor, 7502 Asphalt Worker, 9/E-6, Department of Public Works, Street and Sewer Repair Division, 11/17/82. (Calendar Item No. 20) (2)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

Action: Over to the meeting of March 7, 1983 at his request.

Wilfredo Velasco, 1404 Clerk, 54/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 12/15/82. (Calendar Item No. 35) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Albert T. Williams, 2305 Psychiatric Technician, 12/E-7, Department of Public Health, Community Mental Health Services, 3/12/82. (Calendar Item No. 30) (4)

April 5, 1982: Off calendar.

Action: Return name to list.

Freddie Lee Willis, 1424 Clerk Typist, LT, Juvenile Court, Juvenile Hall Division, 1/18/83. (Calendar Item No. 28) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Court.

Dennis C. Wydler, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 12/8/82. (Calendar Item No. 26) (1)

January 3, 1983: Over to the meeting of February 7, 1983 at request of his attorney.

Action: Over to the meeting of March 21, 1983 at his request.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 22, 1983

PART I - 2:00 P.M.

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Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Gloyd
Commissioner Powell (Items Missed: All items except Minutes, Consent Calendar,
and Items 3 & 4)
Commissioner Salomon (Item Missed: Item 7)
Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of February 7, 1983

Action: Approve.

ANNOUNCEMENT

The Commission announced that it had met in Executive Session with the City Attorney to discuss two issues: the status of negotiations on the temporary employee matter and the establishment of weights/passing scores in the physical agility examination for Class H-2 Firefighter. No action was taken.

CLASSIFICATION:

1022-83 From the General Manager, Personnel: Request for clarification of Civil Service Commission action of December 6, 1982 relative to the appointment of an employee to Class 1550 Executive Assistant to the Board of Education. (Calendar Item No. 4)

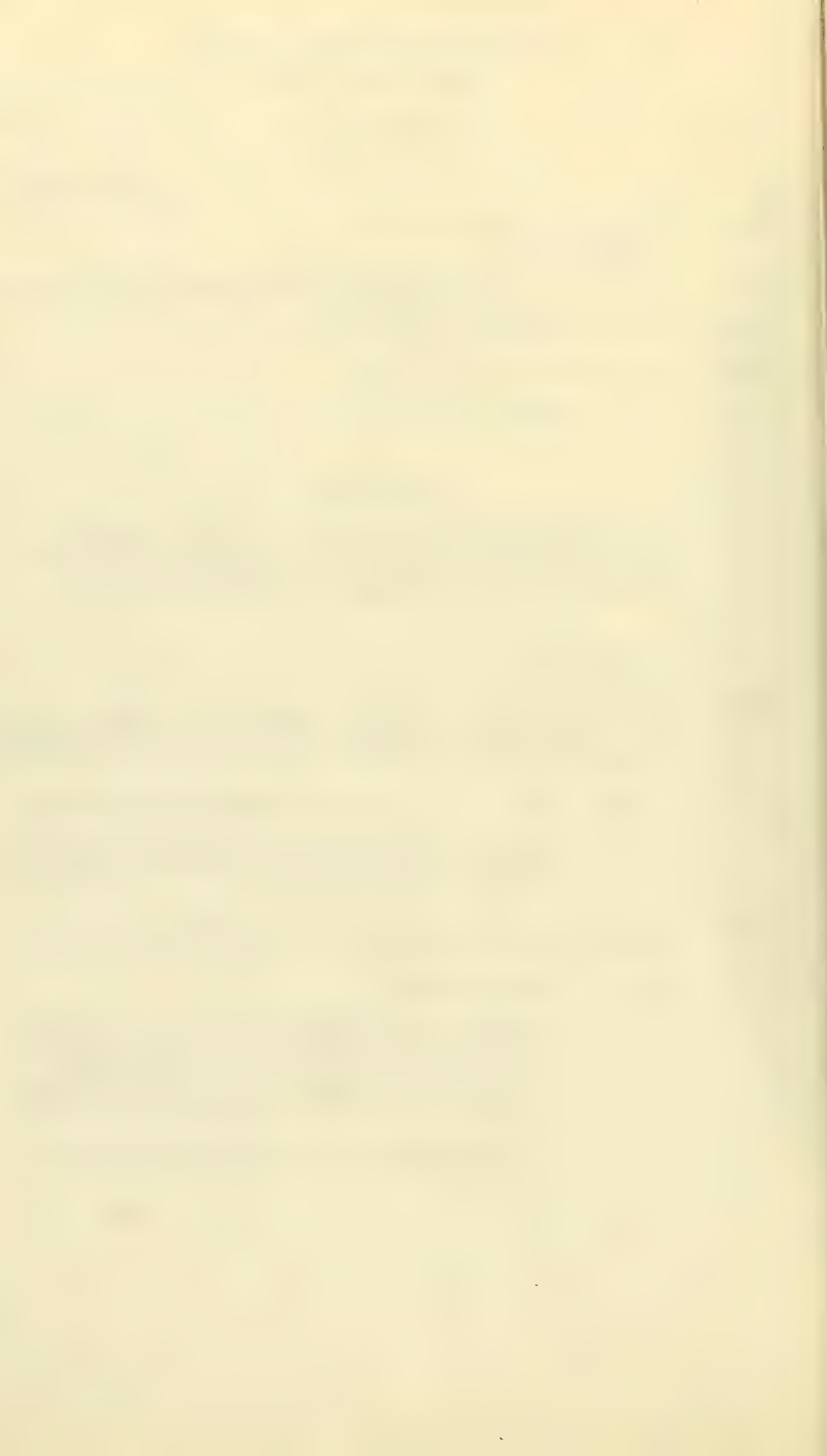
February 7, 1983: Over to the meeting of February 22, 1983.

Action: Grant oral authorization for the appointment of Esther Casco to Class 1550 Executive Assistant to the Board of Education retroactive to September 23, 1981.

1027-83 Classification of one new position for the San Francisco International Airport. (Calendar Item No. B)

Action: Adopt staff report.

1. Classify one new position in Class 9216 Airport Police Captain (Sch. 53.2 \$1232B1491, 2680M3243) at the San Francisco International Airport. Airport Management is concurrently deleting two vacant positions in Class 9210 Airport Police Officer (Sch. 44.6 \$818B989, 1779M 2151).
2. Amend Annual Salary Ordinance Section 27/00/00/30499 accordingly.



CLASSIFICATION: (continued)

033-83

Classification survey of positions in various City Departments.
(Calendar Item No. A)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
S.F. Water Department Dept. 47	1	1480 Principal Water Services Clerk (Sch. 41.6 \$710B858)	Same - Plans, assigns and supervises a staff of subordi- nate Water Services Clerks in providing customer services; performs the more complex water service functions; prepares various reports for manage- ment; interprets & explains Water Department rules & re- gulations to the general public, contractors and property owners.
Public Health 1 CMHS Dept. 87		1452 Stenographic Secretary (Sch. 42.0 \$724B874)	1450 Principal Clerk Steno- grapher. (Sch. 40.8 \$684B826) Performs responsible steno- graphic work as secretary to the Program Chief, CMHS. Duties include taking & Trans- cribing confidential dictation, typing complex reports, com- posing correspondence and coordinating and arranging con- ferences and meetings.

Action: Adopt staff report.

034-83

Classification of fourteen new positions approved for the District
Attorney's Office. (Calendar Item No. C)

Action: Adopt staff report.

1. Allocate fourteen new positions as follows:

- 1-8182 Head Attorney-Civil & Criminal (Sch. 61.6 \$1844B
2242, 4011M4876)
- 2-8180 Principal Attorney, Civil & Criminal (Sch. 60.1
\$1714B2084, 3728M4533)
- 4-8178 Senior Attorney, Civil & Criminal (Sch. 56.1
\$1414B1714, 3075M3728)
- 1-8176 Trial Attorney, Civil & Criminal (Sch. 52.6
\$1197B1450, 2603M3154)
- 1-8147 Senior District Attorney, Investigator (Sch.
50.2 \$1067B1291, 2321M3808)
- 1-8146 District Attorney's Investigator, (Sch. 48.5
\$984B1191, 2140M2590)
- 2-1460 Senior Legal Stenographer (Sch. 42.3 \$735B887,
1599M1929)
- 2-1458 Legal Stenographer (Sch. 40.3 \$668B807, 1453M1755)

2. Amend Annual Salary Ordinance Section 04/01/00/01001/001
accordingly.

(Commissioner Lee abstained with the unanimous approval
of the other Commissioners).

035-83

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
327-82/83	Chief Administrative Officer	Dennis Mykytyn
328-82/83	Public Health	National Council on Alcoholism

CLASSIFICATION: (continued)

1035-83 (CONT')	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	329-82/83	Public Health	Visiting Nurse Association
	330-82/83	Public Works	Harlan and Associates
	331-82/83	Social Services	Center for Southeast Asian Refugee Resettlement
	332-82/83	Real Estate	Arthur E. Gimmy
	333-82/83	Real Estate	Floyd D. Clevenger, MAI
	Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1038-83 Request to reclassify two positions in the Purchasing Department.
(Calendar Item No. D)

Action: Adopt staff report.

1. Reclassify two positions as follows:

1-1404 Clerk (Sch. 34.1 \$500B602) to 1630 Account Clerk
(Sch. 35.6 \$536B647)

1-1426 Senior Clerk Typist (Sch. 36.9 \$570B688) to 1632
Senior Account Clerk (Sch. 38.6 \$617B745)

2. Amend Annual Salary Ordinance Section 91/910100/01001/
001 to reflect this action.

3. Advise the Purchasing Department to submit a supplemental
appropriation request.

COMPENSATION:

2044-83 Subjects arising out of salary standardization for 1983-84, requests referred to the Civil Service Commission by the Clerk of the Board of Supervisors and matters brought to the attention of the Commission staff by departments and employee organizations in communications, meetings and discussions. (Calendar Item No. 5)

Action: 1. Deny staff report on Items B2 and D.

2. Item 55 regarding Landscape Architect series continued to the meeting of March 7, 1983 for staff review of classification matters.

3. Item 31 regarding Traffic Survey Technician series over to March 7, 1983.

4. Modify staff report to provide for a 12½% internal adjustment for the Housing Inspector series (Item 18).

IN-SERVICE ACTIVITIES:

2487-82

Review of requests to extend limited tenure appointments of twelve or more months duration as of June 30, 1982 (Civil Service Commission Rule 19, Section 19.07). (Calendar Item No. 6)

May 17, 1982:

Adopt staff report. Approve extension of Limited Tenure appointments until September 30, 1982.

September 20, 1982:

1. Extend limited tenure appointments of twelve or more months duration as of June 30, 1982 until October 4, 1982.
2. Over to the meeting of October 4, 1982.

October 4, 1982:

Extend limited tenure appointments until December 6, 1982.

December 6, 1982:

Approve requests until January 31, 1983; calendar for Civil Service Commission on January 17, 1983.

January 17, 1983:

1. Approve request until February 28, 1983; calendar for Commission review on February 22, 1983.
2. Proposal for management study of the Commission over to a future meeting to be determined by the Commission.

Action:

Approve requests until April 30, 1983; calendar for Commission review on April 18, 1983.

RECRUITMENT AND EXAMINATION:

3003-83

Special Report - Class Q-2 Police Officer - (Richard DeBella). (Calendar Item No. 13)

February 7, 1983:

Over to the meeting of February 22, 1983 at Mr. DeBella's request.

Action:

Over to the meeting of March 21, 1983 at his request.

3006-83

Appeal of staff denial of protests filed on the oral examination for Class 8214 Parking Control Officer. (Calendar Item No. 16)

January 17, 1983:

Over to the meeting of February 7, 1983 at request of Local 400.

February 7, 1983:

Over to the meeting of February 22, 1983 at request of attorney for Local 400.

Action:

Off calendar at the call of the Chair.

3025-83

Special Report - Class Q-2 Police Officer - (Alan A. Holbrook) (Calendar Item No. 14)

Action:

Off calendar. Mr. Holbrook to notify the Assistant Secretary when prepared to proceed. Appeal will be considered as withdrawn unless Mr. Holbrook so notifies the Assistant Secretary with thirty (30) days.

3033-83

Appeals on ratings in the examination for Class H-40 Battalion Chief. (Calendar Item No. 11)

February 7, 1983:

Over to the meeting of February 22, 1983.

Action:

Adopt staff report; post eligible list.

3072-83

Special Report - Class 8304 Deputy Sheriff - (Richard L. Norton) (Calendar Item No. 15)

Action:

Over to the meeting of March 21, 1983.

RECRUITMENT AND EXAMINATION: (continued)

- 40447-82 Special Report - Class Q-2 Police Officer - (Kevin M. Baker)
(Calendar Item No. 12)
- December 6, 1982: Over to the meeting of January 17, 1983
at request of Mr. Baker's attorney.
- January 17, 1983: Over to the meeting of February 7, 1983
at the request of his attorney.
- February 7, 1983: Over to the meeting of February 22, 1983
at the request of Mr. Baker's attorney.
- Action: Over to the meeting of March 7, 1983 at request of
Mr. Baker's attorney.

IN-SERVICE ACTIVITIES: (continued)

- 4157-83 Special Report - From the Clerk-Administrator of the Municipal Court:
Request to review the non-Civil Service work records of four employees
to determine future employability. (Calendar Item No. 8)
- Action: Approve request as amended to delete Lydia E. Speed (Rank
107) and Luz C. Bear (Rank 113). Remove the names of the
following eligibles from List CPE-1 for Class 330 Deputy
Clerk: Willie A. Ramirez (Rank 60) and Vincent A. Gin
(Rank 84).
- 4166-83 Role of Civil Service Commission regarding Ordinance 26-83 that provides
for reparations for salary losses caused by relocation of City employees
of Japanese Ancestry during World War II. (Calendar Item No. 7)
- No action taken.
- 4167-83 Addendum to Fiscal Year 1983-84 Budget Request - Data Processing and
Word Processing proposals. (Calendar Item No. 9)
- Action: Approve and forward to the Electronic Information
Processing Steering Committee.
- 4168-83 From the heads of various departments requesting authorization to make non-
Civil Service appointments. (Calendar Item No. E)
- Oral Authorization Numbers: 6635-6759
- Action: Approve. (Vote of 4 to 1: Commissioner Texidor
del Portillo dissents).
- 4173-83 Appeal of Hearing Panel Decision on P. Thomas Cady. (Calendar Item No. 10)
- Action: Over to the meeting of March 21, 1983. Both Mr. Cady and
the San Francisco Police Department to prepare written pre-
sentations and submit to the Assistant Secretary no later
than 5:00 P.M. on March 14, 1983.
- 4175-83 Civil Service Commission Budget Request Fiscal Year 1983-84.
(Calendar Item No. 8A)
- Action: Over to the meeting of March 7, 1983.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1)

None.

COMMISSIONERS' NEW BUSINESS: (Calendar Item No. 2)

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 22, 1983

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separations.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Service Unsatisfactory
7. Dismissal of Permanent Employee

Horace Benjamin, 2708 Custodian, 135/E-1, Airports Commission, 1/18/83.
(Calendar Item No. 21) (6)

Action: Over to the meeting of March 7, 1983 at his request.

Laura Brewster, 1426 Senior Clerk Typist, 90/CPE-1, San Francisco Unified School District, Children's Center, 2/14/83. (Calendar Item No. 25) (2)

Action: Off calendar. Ms. Brewster to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all City and County employment until final decision made by Civil Service Commission.

Donald W. Dudley, 9163 Transit Operator, 1533/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/2/82. (Calendar Item No. 26) (7)

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

February 7, 1983: Over to the meeting of February 22, 1983 at his request.

Action: Over to the meeting of March 21, 1983 at request of Transport Workers Union.

Daryl Greig, 7334 Stationary Engineer, LT, The Fine Arts Museums, Operations Division, 12/2/82. (Calendar Item No. 17) (1)

December 13, 1982: Over to the meeting of January 3, 1983 at request of his attorney.

January 3, 1983: Off calendar. Mr. Greig or his attorney to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination.

Action: Over to the meeting of March 7, 1983 at request of department.

Weldon J. Jackson, Q-2 Police Officer, 216/E-96, San Francisco Police Department, Central Station, 2/4/83. (Calendar Item No. 20) (6)

Action: Over to the meeting of March 7, 1983 at his request.

Batholomew G. Johnson, Q-2 Police Officer, 26/E-95, San Francisco Police Department, Support Services Bureau, 12/8/82. (Calendar Item No. 19) (6)

January 3, 1983: Over to the meeting of February 7, 1983.

February 7, 1983: Over to the meeting of February 22, 1983 at his request.

Action: Future employment in Class Q-2 Police Officer subject to review and approval of the General Manager, Personnel after one year of satisfactory employment in or out of the City and County service.

Aaron Manganiello, 2593 Health Program Coordinator III, LT, Department of Public Health, Community Mental Health Services, 9/28/82. (Calendar Item No. 22) (6)

Action: Over to the meeting of March 7, 1983 at his request.

Mozel Nealy, 2903 Eligibility Worker, 139/E-11, Department of Social Services, 2/1/83. (Calendar Item No. 23) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

Nguyen Phan, 1424 Clerk Typist, LT, Department of Social Services, 1/19/83. (Calendar Item No. 24) (3)

Action: Deny appeal. Approve Automatic Resignation. No restriction on future employment.

Randolph L. Taylor, Q-2 Police Officer, 4/E-94, San Francisco Police Department, Support Services Bureau, Crime Lab, 11/30/82. (Calendar Item No. 18) (4)

December 13, 1982: Over to the meeting of January 3, 1983 at request of his attorney.

January 3, 1983: Over to the second meeting in February at the request of his attorney.

Action: Future employment subject to the review and approval of the General Manager, Personnel.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Carlota Texidor del Portillo, Ed.D.	President
Louis Hop Lee	Vice President
Howard S. Gloyd	Commissioner
Genevieve Powell	Commissioner
Darrell J. Salomon	Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

FEBRUARY 28, 1983 - 4:00 P.M.

ROOM 282 - CITY HALL

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon
Commissioner Lee presided

IN-SERVICE ACTIVITIES:

4217-83 From the Employee Relations Division of the Board of Supervisors:
Proposed Letter of Agreement Between the City and County of San Francisco and Unions and Proposed Compliance Agreement. (Calendar Item No. 1)

Action: Approve tentatively subject to final approval
at the meeting of March 7, 1983 following
public hearing.

DOCUMENTS DEPT.

MAR 15 1983

SAN FRANCISCO
PUBLIC LIBRARY

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 7, 1983

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo
Commissioner Lee (All items except Consent Calendar, Minutes Items 1 & 3)
Commissioner Gloyd (All items except Consent Calendar & Part of Item 1)
Commissioner Powell
Commissioner Salomon
Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of February 22, 1983

Action: Approve as amended.

DOCUMENTS LEFT.

MAR 15 1983

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CLASSIFICATION:

1535-82 Reconsideration of Civil Service Commission action of February 7, 1983:
Request to reclassify Planner II positions in the Department of City
Planning. (Calendar Item No. 2)

September 20, 1982: Over to the meeting of October 18, 1982
at request of Department of City Planning.

October 18, 1982: Off calendar at request of Department of
City Planning.

January 17, 1983: Over to the meeting of February 7, 1983.

February 7, 1983: Adopt staff report; (Vote of 3 to 2:
Commissioners Lee and del Portillo
dissenting).

Action: Over to the meeting of March 21, 1983 at request of
Department of City Planning.

1045-83 Abolishment of classifications. (Calendar Item No. B)

Action: Over to the meeting of March 21, 1983 at request
of Local 400.

1046-83 Establishment of three classifications for the Internal Audits Division
of the Controller's Office. (Calendar Item No. 3)

Action: Adopt staff report.

1. Establish three new classes with rates of pay as follows:

1684 Associate Auditor (Sch. 47.9 \$956B1158; 2079M2519)
1686 Supervising Auditor (Sch. 51.9 \$1158B1401; 2519M3047)
1688 Chief Auditor (Sch. 55.6 \$1381B1674; 3004M3641)

2. Allocate one vacant position budgeted in Class 1658 Chief
Accountant to Class 1688 Chief Auditor.

3. Amend Annual Salary Ordinance Section 09/09107/01001/001
to reflect this action.

4. Advise the Controller's Office to submit a supplemental
appropriation request.

CLASSIFICATION: (continued)

1047-83 Allocation of one position in the Controller's 1982-83 budget.
(Calendar Item No. C)

Action: Adopt staff report.

1. Allocate one position included in the Controller's 1982-83 budget in Class 1860 Computer Operations Support Supervisor (Sch. 48.6 \$989B1197) to Class 1858 Control Supervisor, EDP (Sch. 42.7 \$748B903).
2. Advise the department to adjust its budget accordingly.

1049-83 Review of requests for approval of proposed personal service contracts.
(Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
334-82/83	Art Commission	James Lucas
335-82/83	Civil Service Commission	Coleman and Associates
336-82/83	Controller	Carol Prism
337-82/83	Public Works	Testing Engineers, Inc.
338-82/83	Public Works-Clean Water	Fiberglass Structural Engineering
339-82/83	Public Health	Los Portales Pharmacy
340-82/83	City Planning	Institute of Urban & Regional Development U.C. Berkeley
341-82/83	S.F. Police Department	San Francisco S.A.F.E., Inc.
342-82/83	S.F. Airports Commission	Wadell Engineering Corporation
343-82/83	S.F. Airports Commission	Gensler & Associates
344-82/83	S.F. Airports Commission	ED2/Frank S. Fung
345-82/83	S.F. Airports Commission	Esherick, Homsey, Dodge & Davis/ Robert B. Wong
346-82/83	S.F. Airports Commission	Ashen & Allen
347-82/83	S.F. Airports Commission	Gerson/Overstreet, Architects
348-82/83	S.F. Airports Commission	Group 4/Architecture Research & Planning, Inc., Architects
349-82/83	S.F. Airports Commission	Marquis/Wong & Brocchinni/Associates
350-82/83	S.F. Airports Commission	Daniel, Mann, Johnson & Mendenhall
351-82/83	Parking Authority	Laura Holm Design

Action: Adopt staff report as amended by addendum report; notify the offices of the Controller and the Purchaser.

1050-83 Amendment and retitling of the specifications for Classes 2522 Senior Morgue Attendant and 2520 Morgue Attendant and establishment of a new class of 2523 Forensic Autopsy Technician. (Calendar Item No. D)

Action: Adopt staff report as amended by deleting applicability to the Department of Public Health.

1. Establish a new class of 2523 Forensic Autopsy Technician (Sch. 38.3 \$608B735).
2. Reallocate 3 positions in Class 2522 Senior Morgue Attendant (Sch. 38.3 \$608B735) in the Coroner's Office to the new class; grant status to Eddie R. Ravare, permanent incumbent in Class 2522.

CLASSIFICATION: (continued)

1050-83
(CONT')

3. Advise the Coroner's Office to reflect these changes in their 1983-84 budget.
4. The Examination Section has been advised that an examination will be necessary for the new classification.

COMPENSATION:

2043-83

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kenneth Troup 9240 Airport Electrician	Airports Commission	5	5
Irene C. Miranda 1872 Programmer Analyst	Controller	3	3
Julie Kirke Rowe 8174 Civil Attorney	Public Defender	4	4
Ina Jane Holmes 1424 Clerk Typist	Public Utilities Commission	5	5
Jerry Kerner 1864 Senior Systems & Procedures Analyst	Municipal Railway	4	4
Dennis Bouey 9274 Deputy Director Planning & Development	Airports Commission	4	4

Action: Adopt staff report.

2054-83

Request for reconsideration of staff denial for internal adjustments for Class 6262 Plan Checker, Architectural and Class 6106 Sanitary Engineering Technician. (Calendar Item No. 7)

Action: Request related in Class 6262 over to the Special Meeting of March 10, 1983. Deny request related to Class 6106.

2055-83

Request for reconsideration of staff denial regarding salary data in benchmark for 5204 Assistant Civil Engineer. (Calendar Item No. 8)

Action: Over to the Special Meeting of March 10, 1983.

2060-83

Request for internal adjustment for Class 5302 Traffic Survey Technician.
(Calendar Item No. 5)

February 22, 1983: Item 31 of staff report regarding Traffic Survey Technician series over to March 7, 1983.

Action: Adopt staff report; grant internal adjustments as indicated in the staff report.

COMPENSATION: (continued)

2061-83 Request for internal adjustment for Class 5272 Assistant Landscape Architect. (Calendar Item No. 6)

February 22, 1983: Item 55 of staff report regarding Landscape Architect series continued to the meeting of March 7, 1983 for staff review of classification matters.

Action: Adopt staff report; grant internal adjustments as indicated in the staff report.

2062-83 Request for reconsideration of staff denial for premium pay for the 1406 Senior Clerk position assigned to the Bay Area Regional Transit Discount I.D. Unit of the San Francisco Municipal Railway. (Calendar Item No. 9)

Action: Over to the Special Meeting of March 10, 1983.

2063-83 Request for reconsideration of staff denial for premium pay for positions in Classes 1426 Senior Clerk Typist and 1446 Senior Clerk Stenographer assigned to Elementary Schools. (Calendar Item No. 10)

Action: Over to the Special Meeting of March 10, 1983 due to 2 to 1 vote.

2067-83 Request for reconsideration of staff denial for internal adjustment to the promotive classes in the Real Property Appraiser Series. (Calendar Item No. 11)

Action: Over to the Special Meeting of March 10, 1983.

2068-83 Inclusion of BASSC craft construction salary survey in Salary Standardization; Salary Standardization recommendations for 1983-84 for the pertinent classification based thereon. (Calendar Item No. 4)

Action: Over to the Special Meeting of March 10, 1983.

IN-SERVICE ACTIVITIES:

2582-82 Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles. (Calendar Item No. F)

November 1, 1982: Post for adoption at the meeting of December 6, 1982.

December 6, 1982: Over to the meeting of January 3, 1983.

January 3, 1983: Over to the meeting of February 7, 1983.

February 7, 1983: Over to the meeting of March 7, 1983.

Action: Calendar for adoption at the meeting of March 21, 1983.

RECRUITMENT AND EXAMINATION:

3035-83 Special Report - Class Q-2 Police Officer - (Michael Wagner) (Calendar Item No. 18)

Action: Over to the meeting of March 21, 1983 at his request.

3041-83 Special Report - Class Q-2 Police Officer - (Anthony J. Tufo) (Calendar Item No. 19)

Action: Sustain decision of the San Francisco Police Department.

RECRUITMENT AND EXAMINATION (continued)

- 3070-83 Special Report - Class Q-2 Police Officer - (Richard J. Postell)
(Calendar Item No. 20)
Action: Over to the meeting of March 21, 1983 at his request.
- 3074-83 Special Report - Class Q-2 Police Officer - (Rene McIntyre)
(Calendar Item No. 21)
Action: Sustain decision of the San Francisco Police Department.
- 40447-82 Special Report - Class Q-2 Police Officer - (Kevin M. Baker)
(Calendar Item No. 17)
December 6, 1982: Over to the meeting of January 17, 1983.
January 17, 1983: Over to the meeting of February 7, 1983
at the request of his attorney.
February 7, 1983: Over to the meeting of February 22, 1983
at the request of Mr. Baker's attorney.
February 22, 1983: Over to the meeting of March 7, 1983 at
request of Mr. Baker's attorney.
Action: Sustain decision of the San Francisco Police Department.

IN-SERVICE ACTIVITIES: (continued)

- 4098-83 Proposed Findings of Fact in the matter of the termination of the entrance
probationary period of Curtis Jean, Class 9163 Transit Operator, Public
Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 12)
February 7, 1983: Over to the meeting of March 7, 1983.
Action: Over to a future meeting to be arranged by the Assistant
Secretary and Mr. Jean's attorney.
- 4122-83 Appeal of Discrimination Complaint Hearing Panel decision in the matter of
Debra Sue Heaphy v. the Department of Social Services. (Calendar Item No. 14)
Action: Over to the meeting of April 4, 1983 at request of department.
- 4175-83 Civil Service Commission Budget Request Fiscal Year 1983-84.
(Calendar Item No. 16A)
February 22, 1983: Over to the meeting of March 7, 1983.
Action: Approve and forward to the Office of the Mayor.
- 4196-83 Data base for updating city-wide affirmative action plan.
(Calendar Item No. 13)
Action: Over to the meeting of March 21, 1983.
- 4206-83 Resolution of Commendation for Carl M. Olsen, County Clerk, upon his
retirement. (Calendar Item No. 15)
Action: Over to the meeting of March 21, 1983.
- 4207-83 Resolution of Commendation for Daniel Mattrocce, General Manager of the
Retirement System, upon his retirement. (Calendar Item No. 16)
Action: Adopt.

IN-SERVICE ACTIVITIES: (continued)

4208-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. G)

Oral Authorization Numbers: 6759-6904

Action: Approve.

4217-83 From the Employee Relations Division of the Board of Supervisors:
Proposed Letter of Agreement Between the City and County of San Francisco and Unions and Proposed Compliance Agreement. (Calendar Item No. 1)

February 28, 1983: Approve tentatively subject to final approval at the meeting of March 7, 1983 following public hearing.

Action: Approve tentatively as amended on the record and subject to the conditions stipulated by resolution and subject to final ratification at the next meeting.

GENERAL MANAGER'S REPORT: (Calendar Item No. 1A)

Action: Over to the meeting of March 21, 1983.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 7, 1983

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Remedios Abat, 0320 Deputy Clerk, 39/P-15, Municipal Court, Traffic Division, 2/22/83. (Calendar Item No. 25) (7)

Action: Over to the meeting of March 21, 1983 at the request of her attorney.

Alfredo Andrade, 1404 Clerk, LT, Department of Public Health, San Francisco General Hospital Medical Center, 2/22/83. (Calendar Item No. 28) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Donald F. Beaudoin, 1446 Senior Clerk Stenographer, 8/CPE-5, Purchasing Department, Stores & Equipment Division, 2/18/83. (Calendar Item No. 33) (4)

Action: Over to the meeting of March 21, 1983 at his request.

Horace Benjamin, 2708 Custodian, 135/E-1, Airports Commission, 1/18/83. (Calendar Item No. 41) (6)

February 22, 1983: Over to the meeting of March 7, 1983 at his request.

Action: Off calendar.

Phyllis R. Brewster, 7514 General Laborer, LT, Department of Public Works, Street & Sewer Repair Division, 2/4/83. (Calendar Item No. 24) (3)

Action: Over to the meeting of March 21, 1983 at her request.

Jimmie Frank Bridges, 2604 Food Service Worker, 48/E-6, Department of Public Health, Laguna Honda Hospital, 2/23/83. (Calendar Item No. 34) (4)

Action: Over to the meeting of March 21, 1983 at request of Department of Public Health.

Ethaniel Brooks, 4366 Collection Supervisor, LT, San Francisco Port Commission, Accounting Division, 1/7/83. (Calendar Item No. 32A) (1)

January 17, 1983: Over to the meeting of February 7, 1983 at the request of his attorney.

February 7, 1983: Over to the meeting of March 7, 1983 for the purpose of preparing an auditors report.

Action: Over to the meeting of March 21, 1983 due to clerical error in Commission Office.

Carmon Ceasar, 7346 Painter, 30/E-6, Department of Public Works, Building Repair Division, 2/2/83. (Calendar Item No. 35) (4)

Action: Over to the meeting of March 21, 1983 at his request.

Stephanie A. Chevalier, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 30) (1)

Action: Over to the meeting of March 21, 1983 at request of Local 400.

Henry K. Chou, 2708 Custodian, 42/E-1, Department of Public Works, Building Repair Division, 1/21/83. (Calendar Item No. 23) (3)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Sharon A. Floyd, Q-2 Police Officer, 190/E-93, San Francisco Police Department, Personnel & Training Division, 2/10/83. (Calendar Item No. 36) (4)

Action: Over to the meeting of March 21, 1983 at her request.

Daryl Greig, 7334 Stationary Engineer, LT, The Fine Arts Museums, Operations Division, 12/2/82. (Calendar Item No. 26) (1)

December 13, 1982: Over to the meeting of January 3, 1983 at request of his attorney.

January 3, 1983: Off calendar. Mr. Greig or his attorney to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination.

February 22, 1983: Over to the meeting of March 7, 1983 at request of department.

Action: Over to the meeting of March 21, 1983.

Joseph B. Harker, Q-2 Police Officer, 129/E-91, San Francisco Police Department, Personnel & Training Division, 1/24/83. (Calendar Item No. 40) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Stanley Hudson, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 31) (1)

Action: Over to the meeting of March 21, 1983 at request of Local 400.

Gina M. Jackson, 2430 Medical Examinations Assistant, LT, Department of Public Health, San Francisco General Hospital Medical Center, 1/28/83. (Calendar Item No. 29) (1)

Action: Over to the meeting of March 21, 1983 at request of Local 250.

Weldon J. Jackson, Q-2 Police Officer, 216/E-96, San Francisco Police Department, Central Station, 2/4/83. (Calendar Item No. 39) (6)

February 22, 1983: Over to the meeting of March 7, 1983 at his request.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Dennis W. Kim, Q-2 Police Officer, 6/E-93, San Francisco Police Department, Support Services Bureau, 2/15/83. (Calendar Item No. 37) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Overlin E. Mack, 9163 Transit Operator, 279/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/29/82. (Calendar Item No. 44) (6)

Action: Over to the meeting of March 21, 1983 at his request.

Aaron Manganiello, 2593 Health Program Coordinator III, LT, Department of Public Health, Community Mental Health Services, 9/28/82. (Calendar Item No. 42) (6)

February 22, 1983: Over to the meeting of March 7, 1983 at his request.

Action: Over to the meeting of March 21, 1983 at his request.

Joale L. Robinson, Q-2 Police Officer, 32/E-97, San Francisco Police Department, Police Academy, 2/8/83. (Calendar Item No. 38) (4)

Action: Over to the meeting of March 21, 1983 at his request.

Richard Taylor, 7502 Asphalt Worker, 9/E-6, Department of Public Works, Street and Sewer Repair Division, 11/17/82. (Calendar Item No. 22) (2)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

February 7, 1983: Over to the meeting of March 7, 1983 at his request.

Action: Over to the meeting of March 21, 1983 at his request.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 32) (1)

Action: Over to the meeting of April 4, 1983 at request of his attorney.

Edward Vurek, 2996 Representative, Human Rights Commission, LT, Human Rights Commission, 2/22/83. (Calendar Item No. 27) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Human Rights Commission.

Michael Wright, 1402 Junior Clerk, LT, Department of Public Health, Central Office, 12/14/82. (Calendar Item No. 43) (6)

Action: Over to the meeting of March 21, 1983 at request of Department of Public Health.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Carlota Texidor del Portillo, Ed.D. President
Louis Hop Lee Vice President
Howard S. Gloyd Commissioner
Genevieve Powell Commissioner
Darrell J. Salomon Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

DOCUMENTS DEPT.

MARCH 10, 1983 - 4:00 P.M.

1983

LURIE ROOM, FIRST FLOOR

SAN FRANCISCO
PUBLIC LIBRARY

MAIN PUBLIC LIBRARY

LARKIN AT MCALLISTER STREETS

Present: Commissioner Lee
Commissioner Powell
Commissioner Salomon
Excused: Commissioner Gloyd
Commissioner Texidor del Portillo
Commissioner Lee presided

IN-SERVICE ACTIVITIES:

- 2044-83 Reconsideration of Item 29 of staff report entitled subjects arising out of salary standardization for 1983-84, requests referred to the Civil Service Commission by the Clerk of the Board of Supervisors and matters brought to the attention of the Commission staff by departments and employee organizations in communications, meetings and discussions (Commissioners Gloyd, Powell and Lee). (Calendar Item 8A)
- February 22, 1983: Adjust 3280 Assistant Recreation Director so that the hourly rate of pay approximates 75 percent of the entry hourly rate of pay for Class 3284 Recreation Director based on a better recognition of the differences in the duties and responsibilities of the two classes.
- Action: Sustain action of February 22, 1983.
- 2054-83 Request for reconsideration of staff denial for internal adjustments for Class 6262 Plan Checker, Architectural and Class 6106 Sanitary Engineering Technician. (Calendar Item No. 5)
- March 7, 1983: Request related in Class 6262 Plan Checker over to the Special Meeting of March 10, 1983. Deny request related to Class 6106 Sanitary Engineering Technician.
- Action: Adopt staff report; deny request.

IN-SERVICE ACTIVITIES: (cont)

- 2055-83 Request for reconsideration of staff denial regarding salary data in benchmark for 5204 Assistant Civil Engineer. (Calendar Item No. 6)
- March 7, 1983: Over to the Special Meeting of
March 10, 1983.
- Action: Adopt staff report; deny request.
- 2062-83 Request for reconsideration of staff denial for premium pay for the 1406 Senior Clerk position assigned to the Bay Area Regional Transit Discount I.D. Unit of the San Francisco Municipal Railway. (Calendar Item No. 7)
- March 7, 1983: Over to the Special Meeting of
March 10, 1983.
- Action: Adopt staff report; deny request.
- 2063-83 Request for reconsideration of staff denial for premium pay for positions in Classes 1426 Senior Clerk Typist and 1446 Senior Clerk Stenographer assigned to Elementary Schools. (Calendar Item No. 8)
- March 7, 1983: Over to the Special Meeting of
March 10, 1983.
- Action: Adopt staff report; deny request.
- 2067-83 Request for reconsideration of staff denial for internal adjustment to the promotive classes in the Real Property Appraiser Series. (Calendar Item No. 1)
- March 7, 1983: Over to the Special Meeting of
March 10, 1983.
- Action: Over to the meeting of March 21, 1983 due to
2 to 1 vote.
- 2068-83 Inclusion of BASSC craft construction salary survey in Salary Standardization; Salary Standardization recommendations for 1983-84 for the pertinent classifications based thereon. (Calendar Item No. 3)
- March 7, 1983: Over to the Special Meeting of
March 10, 1983.
- Action: Adopt staff report; grant internal adjustments as indicated. The General Manager, Personnel authorized to correct clerical error provided the Commission informed of each change.
- 2078-83 Requests for various adjustments pertaining to Salary Standardization for Fiscal Year 1983-84. (Calendar Item No. 2)
- Action: 1. Item #1 over to the meeting of March 21, 1983 due to 2 to 1 vote.
2. Deny Item #2.
3. Adopt balance of staff report as amended by addendum report.

IN-SERVICE ACTIVITIES: (cont)

2087-83 Salary Standardization Survey Update, Fiscal Year 1983-84.
(Calendar Item No. 4)

Action: Adopt staff report as amended to correct percentage for Benchmark Classes 8320 and 8440 from 0.5% to 3.0%; forward to the Board of Supervisors. The General Manager, Personnel authorized to correct clerical error provided the Commission informed of each change.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 21, 1983

PART I - 2:00 P.M.

DOCUMENTS DEPT.

APR 4 1983

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Present: Commissioner Lee (Items Missed: Item 5B, 5F, 5H, 5I, 5J, 5K, 5Q, 5R, 5T, 5W, 5Z-1, 5Z-2, 5Z-3 & 5Z-4)
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon (Items Missed: Item 4I, 4J, & 4K)
Excused: Commissioner Texidor del Portillo
Commissioner Lee presided

MINUTES: Special Meeting of February 28, 1983
Regular Meeting of March 7, 1983
Action: Approve.

CLASSIFICATION

1535-82 Reconsideration of Civil Service Commission action of February 7, 1983: Request to reclassify Planner II positions in the Department of City Planning. (Calendar Item No. 4F)

September 20, 1982: Over to the meeting of October 18, 1982 at request of Department of City Planning.

October 18, 1982: Off calendar at request of Department of City Planning.

January 17, 1983: Over to the meeting of February 7, 1983.

February 7, 1983: Adopt staff report (Vote of 3 to 2: Commissioners Lee and del Portillo dissenting).

March 7, 1983: Over to the meeting of March 21, 1983 at request of Department of City Planning.

Action: Over to the meeting of April 4, 1983.

1045-83 Abolishment of obsolete classifications. (Calendar Item No. 3B)

March 7, 1983: Over to the meeting of March 21, 1983 at request of Local 400.

Action: Adopt staff report as amended to delete from the report the following classes:

8422 Assistant Neighborhood Coordinator
8423 Neighborhood Coordinator
8424 Senior Neighborhood Coordinator
8425 Project Coordinator, Safe

1. Abolish the remaining 86 classifications listed in the report at the conclusion of a two week posting period.
2. Delete abolished classifications from the Salary Standardization Ordinance.

CLASSIFICATION (cont)

1056-83 Renumbering of three classifications to conform with the current class designation system. (Calendar Item No. 3C)

Action: Adopt staff report.

1. Renumber the following classes as indicated:

<u>CURRENT</u>	<u>NEW</u>
A170 Property Stage Hand	7320 Property Stage Hand
C101 Dressing Room Attendant	2702 Dressing Room Attendant
W108 Rides Attendant Helper	3305 Rides Attendant Helper

2. Notify the respective departments to amend their 1983-84 budget to reflect these changes.
3. Amend the Salary Standardization Ordinance for 1983-84 to reflect these changes.

1066-83 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
352-82/83	Civil Service Commission	Coleman and Associates
353-82/83	Civil Service Commission	Psychological Services, Inc.
354-82/83	Public Works	Electro-Motion Inc.
355-82/83	Public Works	Fidelity Roof Co.
356-82/83	Public Works	JHK & Associates
357-82/83	Public Works	Barton-Aschman Associates, Inc.
358-82/83	Public Works	Pacific Aerial Surveys
359-82/83	Public Works	Dames & Moore
360-82/83	Public Works	Robert W. Hunt Co.
361-82/83	Social Services	Elizabeth Jane Robbins
362-82/83	S.F. Port Commission	Inspection Engineering & Testing
363-82/83	Public Health	Korn Ferry International
364-82/83	Public Health	Patricia Rodriguez
365-82/83	Public Health	Crestwood Manor, San Jose
366-82/83	Public Health	Tim Mealey-Center for Collaborative Problem Solving
367-82/83	Public Health	Melody Marks
368-82/83	Public Health	Vanguard Health Foundation
369-82/83	Public Health	Patricia Rodriguez
370-82/83	Chief Administrative Officer	Brown-Vence Associates, Inc.
371-82/83	Controller	Berkeley Software, Inc.
372-82/83	Controller	Advanced Ventures, Inc.
373-82/83	Art Commission	Charles Forester

CLASSIFICATION (cont)

1066-83 Action:

(CONT)

1. Contract Number 367-82/83 off calendar at request of Department of Public Health.
2. Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser.

1067-83 Classification survey of positions in various City Departments.
(Calendar Item No. 3D)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Airport Dept. 27	1	5268 Architect (Sch. 52.3 \$1180B1429)	Same - Develops, designs & oversees construction of smaller architectural projects including capital improvements by tenants; monitors architectural contracts; reviews and approves drawings and specifications prepared by architectural consultants.
Controller's EDP Dept. 09	1	1834 Sr. Tape Librarian, EDP (Sch. 36.4 \$557B671)	Same - Responsible for the operations of the Tape Library; uses the Tape Management System to issue, receive, store, deliver & scratch magnetic tape reels used in the processing work of the division; keeps inventory and activity records; supervises 3-1833 Tape Librarians on two shifts.
	1	1834 Sr. Tape Librarian, EDP, (Sch. 36.4 \$557B671)	1853 Control Clerk - Sch. 36.4 \$557B671 Responsible for job processing payrolls; audit and balance payrolls for preaudit and final edit; checks payroll detail cards to insure accurate processing of payroll; prepares detail cards for use with the submission of time-rolls to data entry.
Municipal Railway Dept. 35	8	9139 Transit Supervisor (Sch. 49.4 \$1027B1243)	Same - Performs various supervisory functions for the Municipal Railway; dispatches transit equipment & operates, assigns extra personnel & handles special duty assignments supervises transit service on one or more transit lines.

Action: Adopt staff report.

1068-83 Allocation of six new positions in the San Francisco Water Department.
(Calendar Item No. 3E)

Action: Adopt staff report.

1. Allocate six new positions in the San Francisco Water Department as follows:

CLASSIFICATION (cont)

- 1068-83 Action: 1-7317 Sr. Water Services Inspector (Sch. 53.3 \$1237B1499)
(CONT) 1-5224 Associate Water Purification Engineer (Sch. 51.4 \$1131B1368)
2-6106 Sanitary Engineering Technician (Sch. 43.7 \$785B947)
1-1478 Sr. Water Services Clerk (Sch. 39.6 \$647B781)
1-2416 Bacteriological Laboratory Assistant (Sch. 34.8 \$517B622)
2. Amend the Annual Salary Ordinance Sections 47/470000/32001/001/03 accordingly.

COMPENSATION

- 2067-83 Request for reconsideration of staff denial for internal adjustment to the promotive classes in the 4261 Real Property Appraiser Series. (Calendar Item No. 4G)
- March 7, 1983: Over to the Special Meeting of March 10, 1983.
- March 10, 1983: Over to the meeting of March 21, 1983 due to 2 to 1 Vote.
- Action: Off calendar at the request of the Engineers and Scientists of California.

- 2078-83 Requests for various adjustments pertaining to Salary Standardization for Fiscal Year 1983-84. (Calendar Item No. 4H)
- March 10, 1983: 1. Item No. 1 over to the meeting of March 21, 1983 due to 2 to 1 Vote.
2. Deny Item No. 2.
3. Adopt balance of staff report as amended by addendum report.
- Action: Deny appeal on Item 1 of staff report; adopt staff report; approve recommendation as indicated; forward to the Board of Supervisors (Vote of 3 to 1: Commissioner Powell dissents).

- 2089-83 Request for appointment above the entrance rate for William Bray. (Calendar Item No. 3F)
- Action: Adopt staff report; reappoint Officer Bray at the top step of the Q-2 salary range effective on his reappointment date.

- 2090-83 Request for appointment above the entrance rate for various employees. (Calendar Item No. 3G)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Unknown (single position class) 9188 Transit Equipment Engineer, MUNI	Public Utilities Commission/MUNI	5	5
All Employees 9139 Transit Supervisors	Public Utilities Commission/MUNI	3	3
Diana Simon 8178 Senior Attorney	Public Defender	3	3
Rudy Nothenberg 1172 General Manager, PUC	Public Utilities Commission	5	5

COMPENSATION (cont)

2090-83	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
	Yousun Lee 1424 Clerk Typist	Social Services	5	5
	Action: Adopt staff report.			

2470-83 Request for supplemental appropriation for Four Thousand-Sixty Two Dollars & Fifty Cents (\$4,062.50) for payment of reparation claim for George Ernest Tanaka. (Calendar Item No. 3H)

Action: Approve and forward to the Office of the Mayor.

IN-SERVICE ACTIVITIES

2582-82 Proposed amendments to Civil Service Commission Rule 11 - Certification of Eligibles. (Calendar Item No. 4I)

November 1, 1982:	Post for adoption at the meeting of December 6, 1982.
December 6, 1982:	Over to the meeting of January 3, 1983.
January 3, 1983:	Over to the meeting of February 7, 1983.
February 7, 1983:	Over to the meeting of March 7, 1983.
March 7, 1983:	Calendar for adoption at the meeting of March 21, 1983.
Action: Adopt.	

EXAMINATION

3003-83 Special Report - Class Q-2 Police Officer - (Richard DeBella). (Calendar Item No. 4L)

February 7, 1983:	Over to the meeting of February 22, 1983 at Mr. DeBella's request.
February 22, 1983:	Over to the meeting of March 21, 1983 at Mr. DeBella's request.
Action: Over to the meeting of April 4, 1983 at the request of the San Francisco Police Department.	

3006-83 Appeal of staff denial of protests filed on the oral examination for Class 8214 Parking Control Officer. (Calendar Item No. 4S)

January 17, 1983:	Over to the meeting of February 7, 1983 at request of Local 400.
February 7, 1983:	Over to the meeting of February 22, 1983 at request of attorney for Local 400.
February 22, 1983:	Off calendar at the call of the Chair.
Action: Over to the meeting of April 18, 1983 at request of the Chair.	

EXAMINATION (cont)

3035-83 Special Report - Class Q-2 Police Officer - (Michael Wagner)
(Calendar Item No. 4N)
March 7, 1983: Over to the meeting of March 21, 1983.
Action: Over to the meeting of April 4, 1983 at Mr. Wagner's
request.

3070-83 Special Report - Class Q-2 Police Officer - (Richard J. Postell).
(Calendar Item No. 4T)
March 7, 1983: Over to the meeting of March 21, 1983
at his request.
Action: Over to the meeting of April 18, 1983 at Mr. Postell's
request.

3072-83 Special Report - Class 8304 Deputy Sheriff - (Richard L. Norton).
(Calendar Item No. 4M)
February 22, 1983: Over to the meeting of March 21, 1983.
Action: Off calendar at the request of Sheriff.

3094-83 Special Report - Class Q-2 Police Officer - (Anthony Hartzer).
(Calendar Item No. 4P)
Action: Over to the meeting of April 4, 1983 at Mr. Hartzer's
request.

3107-83 Protest of eligible list for Class 1528 Administrative Secretary.
(Calendar Item No. 4Q)
Action: Cancel this examination for Class 1528 Administrative
Secretary; commence and readminister new examination.
(Commissioner Lee absent during later discussion on
jurisdiction of the Commission to cancel an adopted
list. On conclusion of this discussion, the Commission
sustained its earlier action in cancelling this
examination).

3112-83 Special Report - Class 2708 Custodian - (Tyrone Primus).
(Calendar Item No. 4R)
Action: Cancel all current examination and eligibility status.
Future employment subject to the review and approval
of the General Manager, Personnel. The Commission
stipulated that this action was taken on the sole basis
of falsification of application.

IN-SERVICE ACTIVITIES (cont)

4098-83 Proposed Findings of Fact in the matter of the termination of the entrance
probationary period of Curtis Jean, Class 9163 Transit Operator, Public
Utilities Commission, San Francisco Municipal Railway. (Calendar Item No. 4D)
February 7, 1983: Over to the meeting of March 7, 1983.
March 7, 1983: Over to a future meeting to be arranged by
the Assistant Secretary and Mr. Jean's
Attorney.

IN-SERVICE ACTIVITIES (cont)

- 4098-83 Action: The Civil Service Commission in compliance with the
(CONT) order of the Court of Appeal dated February 18, 1982
 will conduct a new hearing within the next thirty
 (30) days. The City Attorney and the Assistant
 Secretary will frame a new notice which incorporates
 but does not supercede prior 1982 notice. At the
 new hearing, a determination will be made if Curtis
 Jean had a physical disability which incapacitated
 him for the performance of the duties of a Operator
 for the Municipal Railway.
- 4173-83 Appeal of Hearing Panel Decision of P. Thomas Cady. (Calendar Item No. 4U)
- March 7, 1983: Over to the meeting of March 21, 1983. Mr.
 Cady and the San Francisco Police Department
 to prepare written presentations and submit
 to the Assistant Secretary no later then
 5:00 P.M. on March 14, 1983.
- Action: Over to the meeting of April 4, 1983 at request of
 Mr. Cady's attorney.
- 4196-83 Data base for updating city-wide affirmative action plan.
 (Calendar Item No. 4J)
- March 7, 1983: Over to the meeting of March 21, 1983.
- Action: Adopt staff report.
- 4204-83 Approval of designated bilingual positions for all divisions of the
 Department of Public Health except Laguna Honda Hospital and San
 Francisco General Hospital. (Calendar Item No. 4K)
- Action: Adopt staff report.
- 4206-83 Resolution of Commendation for Carl M. Olsen, County Clerk, upon his
 reitrement. (Calendar Item No. 4C)
- March 7, 1983: Over to the meeting of March 21, 1983.
- Action: Adopt.
- 4217-83 From the Employee Relations Division of the Board of Supervisors:
 Proposed Letter of Agreement Between the City and County of San
 Francisco and Unions and Proposed Compliance Agreement. (Calendar
 Item No. 4E)
- February 28, 1983: Approve tentatively subject to final
 approval at the meeting of March 7, 1983
 following public hearing.
- March 7, 1983: Approve tentatively as amended on the
 record and subject to the conditions
 stipulated by resolution and subject
 to final ratification at the next
 meeting.
- Action: Over to the meeting of April 4, 1983.

IN-SERVICE ACTIVITIES (cont)

4269-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 3I)

Oral Authorization Numbers: 6905-6999

Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents)

4270-83 Request for supplemental appropriation for Four Thousand-Sixty Two Dollars & Fifty Cents (\$4,062.50) for payment of reparation claim for George Ernest Tanaka. (Calendar Item No. 3H)

Action: Approve and forward to the Office of the Mayor.

General Manager's Report. (Calendar Item No. 4A)

No business.

Commissioners' New Business. (Calendar Item No. 4B)

No business.

IN-SERVICE ACTIVITIES (cont)

4269-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 3I)

Oral Authorization Numbers: 6905-6999

Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents)

General Manager's Report. (Calendar Item No. 4A)

No business.

Commissioners' New Business. (Calendar Item No. 4B)

No business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 21, 1983

PART II - 3:00 P.M.

SEPARATIONS FROM THE SERVICE

SEPARATIONS CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Remedios Abat, 0320 Deputy Clerk, 39/P-15, Municipal Court, Traffic Division, 2/22/83. (Calendar Item No. 5K) (7)

March 7, 1983: Over to the meeting of March 21, 1983 at the request of her attorney.

Action: (In Executive Session). No future employment with the Municipal Court.

Donald F. Beaudoin, 1446 Senior Clerk Stenographer, 8/CPE-5, Purchasing Department, Stores & Equipment Division, 2/18/83. (Calendar Item No. 5P) (4)

March 7, 1983: Over to the meeting of March 21, 1983 at his request.

Action: Off calendar at request of Purchaser.

Laura Brewster, 1426 Senior Clerk Typist, 90/CPE-1, San Francisco Unified School District, Children's Center, 2/14/83. (Calendar Item No. 5C) (2)

February 22, 1983: Off calendar. Ms. Brewster to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all City and County employment until final decision made by Civil Service Commission.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Phyllis R. Brewster, 7514 General Laborer, LT, Department of Public Works, Street & Sewer Repair Division, 2/4/83. (Calendar Item No. 5H) (3)

March 7, 1983: Over to the meeting of March 21, 1983 at her request.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

Jimmie Frank Bridges, 2604 Food Service Worker, 48/E-6, Department of Public Health, Laguna Honda Hospital, 2/23/83. (Calendar Item No. 5Q) (4)

March 7, 1983: Over to the meeting of March 21, 1983 at request of Department of Public Health.

Action: Return name to list.

Ethaniel Brooks, 4366 Collection Supervisor, LT, San Francisco Port Commission, Accounting Division, 1/7/83. (Calendar Item No. 5F) (1)

January 17, 1983: Over to the meeting of February 7, 1983 at the request of his attorney.

February 7, 1983: Over to the meeting of March 7, 1983 for the purpose of preparing an auditors report.

March 7, 1983: Over to the meeting of March 21, 1983 due to clerical error in Commission Office.

Action: Over to the meeting of April 4, 1983 by Commission action. (Commissioner Salomon will request permission to be excused from voting on this matter at the request of Mr. Brooks's attorney).

Deborah Brown, 1426 Senior Clerk Typist, 121/CPE-1, San Francisco Unified School District, 3/1/83. (Calendar Item No. 5D) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Carmon Ceasar, 7346 Painter, 30/E-6, Department of Public Works, Building Repair Division, 2/2/83. (Calendar Item No. 5R) (4)

March 7, 1983: Over to the meeting of March 21, 1983 at his request.

Action: Return name to list. Not to be employed again by the Department of Public Works.

Stephanie A. Chevalier, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 5X) (1)

March 7, 1983: Over to the meeting of March 21, 1983 at request of Local 400.

Action: Over to the meeting of April 4, 1983 at request of Local 400 and San Francisco Police Department.

Donald W. Dudley, 9163 Transit Operator, 1533/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/2/82. (Calendar Item No. 5L) (7)

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

February 7, 1983: Over to the meeting of February 22, 1983 at his request.

February 22, 1983: Over to the meeting of March 21, 1983 at request of Transport Worker's Union.

Action: Over to the meeting of April 4, 1983 at his request. The Commission stipulated that this would be the final continuance.

Sharon A. Floyd, Q-2 Police Officer, 190/E-93, San Francisco Police Department, Personnel & Training Division, 2/10/83. (Calendar Item No. 5Z-2) (4)

March 7, 1983: Over to the meeting of March 21, 1983 at her request.

Action: No restriction on future employment.

Daryl Greig, 7334 Stationary Engineer, LT, The Fine Arts Museums, Operations Division, 12/2/82. (Calendar Item No. 5E) (1)

December 13, 1982: Over to the meeting of January 3, 1983 at request of his attorney.

January 3, 1983: Off calendar. Mr. Greig or his attorney to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination.

February 22, 1983: Over to the meeting of March 7, 1983 at request of department.

March 7, 1983: Over to the meeting of March 21, 1983.

Action: Over to the meeting of April 4, 1983 at request of Local 39 .

Terry Hill, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 12/8/82. (Calendar Item No. 5Y) (1)

January 3, 1983: Over to the meeting of February 7, 1983 at his request.

February 7, 1983: Over to the meeting of March 21, 1983 at request of his attorney.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Stanley Hudson, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 5Z) (1)

March 7, 1983: Over to the meeting of March 21, 1983 at request of Local 400.

Action: Over to the meeting of April 4, 1983 at request of Local 400 and San Francisco Police Department.

Gina M. Jackson, 2430 Medical Examinations Assistant, LT, Department of Public Health, San Francisco General Hospital Medical Center, 1/28/83. (Calendar Item No. 5G) (1)

March 7, 1983: Over to the meeting of March 21, 1983 at request of Local 250.

Action: Over to the meeting of April 4, 1983 at request of Local 250.

Ronald D. Lenatti, Q-2 Police Officer, 157/E-96, San Francisco Police Department, Mission Station, 2/18/83. (Calendar Item No. 5Z-4) (6)

Action: No restriction on future employment.

Overlin E. Mack, 9163 Transit Operator, 279/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/29/82. (Calendar Item No. 5W) (6)

March 7, 1983: Over to the meeting of March 21, 1983 at his request.

Action: Off calendar at request of Public Utilities Commission.

Christopher D. Mallis, Q-2 Police Officer, 95/E-96, San Francisco Police Department, Support Services Bureau, 2/23/83. (Calendar Item No. 5Z-5) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Aaron Manganiello, 2593 Health Program Coordinator III, LT, Department of Public Health, Community Mental Health Services, 9/28/82. (Calendar Item No. 5V) (6)

February 22, 1983: Over to the meeting of March 7, 1983 at his request.

March 7, 1983: Over to the meeting of March 21, 1983 at his request.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Maria M. Rius, 1444 Clerk Stenographer, 1/CPE-8, Airports Commission, Communications Division, 2/18/83. (Calendar Item No. 5T) (4)

Action: Return name to list. Not to be employed again by the Airports Commission.

Joale L. Robinson, Q-2 Police Officer, 32/E-97, San Francisco Police Department, Police Academy, 2/8/83. (Calendar Item No. 5Z-3) (4)

March 7, 1983: Over to the meeting of March 21, 1983 at his request.

Action: No restriction on future employment.

Leo Sanders, 7332 Maintenance Machinist, 24/CPE-1, San Francisco Port Commission, Maintenance Division, 1/24/83. (Calendar Item No. 5I)(3)

Action: Grant appeal. Disapprove Automatic Resignation.
Reinstate to position.

Chester Smith, 2615 School Lunchroom Helper, 11/E-10, San Francisco Unified School District, Food Services Division, 2/24/83. (Calendar Item No. 5J) (3)

Action: Over to the meeting of April 4, 1983. Department to contact employee's physician to clarify medical record.

Richard Taylor, 7502 Asphalt Worker, 9/E-6, Department of Public Works, Street and Sewer Repair Division, 11/17/82. (Calendar Item No. 5B) (2)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

February 7, 1983: Over to the meeting of March 7, 1983 at his request.

March 7, 1983: Over to the meeting of March 21, 1983 at his request.

Action: Over to the meeting of April 4, 1983. Department to augment file and produce witnesses as requested by Commission.

Donald V. Welcher, Jr., H-2 Firefighter, 403/E-25, San Francisco Fire Department, Engine 26 Division, 1/26/83. (Calendar Item No. 5M) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Fire Department.

Cecil Whitmore, 2604 Food Service Worker, 36/E-6, Department of Public Health, Laguna Honda Hospital, 2/24/83. (Calendar Item No. 5S) (4)

Action: Over to the meeting of April 4, 1983 at his request.

Freddie Lee Williams, H-2 Firefighter, 8.5/P-1, San Francisco Fire Department, Engine 26 Division, 1/26/83. (Calendar Item No. 5N) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Fire Department.

Michael Wright, 1402 Junior Clerk, LT, Department of Public Health,
Central Office, 12/14/82. (Calendar Item No. 5U) (6)

March 7, 1983: Over to the meeting of March 21, 1983 at
request of Department of Public Health.

Action: Off calendar at request of Department of Public Health.

Dennis C. Wydler, 8238 Police Communications Dispatcher, LT, San
Francisco Police Department, Communications Division, 12/8/82.
(Calendar Item No. 5Z-1) (1)

January 3, 1983: Over to the meeting of February 7, 1983
at request of his attorney.

February 7, 1983: Over to the meeting of March 21, 1983 at
his request.

Action: Disapprove. Reinstate to position.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DOCUMENTS DEPT.

REGULAR MEETING - APRIL 4, 1983

APR 13 1983

PART I - 2:00 P.M.

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Texidor del Portillo
Commissioner Lee (Items Missed: 15, 16, 17, 18 & 21)
Commissioner Gloyd (Items Missed: Minutes, Consent Calendar (except OA'S)
Commissioner Powell
Commissioner Salomon (Items Missed: 15, 16, 17 & 21)
Commissioner Texidor del Portillo presided

MINUTES: Special Meeting of March 10, 1983
Regular Meeting of March 21, 1983
Action: Approve.

CLASSIFICATION:

- 1535-82 Reconsideration of Civil Service Commission action of February 7, 1983:
Request to reclassify Planner II positions in the Department of City
Planning. (Calendar Item No. 9)
- September 20, 1982: Over to the meeting of October 18, 1982
at request of Department of City Planning.
- October 18, 1982: Off calendar at request of Department of
City Planning.
- January 17, 1983: Over to the meeting of February 7, 1983.
- February 7, 1983: Adopt staff report. (Vote of 3 to 2:
Commissioners Lee and del Portillo dissenting).
1. Reclassify one vacant position in Class
5278 Planner II (Sch. 46.1 \$878B1062) to
5281 Planner III, Administrative
(Sch. 49.6 \$1037B1255).
 2. Reclassify one vacant position in Class
5278 Planner II (Sch. 46.1 \$878B1062)
to 5280 Planner III (Sch. 49.6 \$1037B1255).
 3. Reclassify one vacant position in Class
5278 Planner II (Sch. 46.1 \$878B1062) to
5238 City Planning Graphics Aide (Sch.
43.9 \$792B856).
 4. Reclassify two vacant positions in Class
5278 Planner II (Sch. 46.1 \$878B1062) to
5261 Architectural Assistant II (Sch. 46.3
\$887B1073).
 5. Amend Annual Salary Ordinance Section
290100 and 290200 accordingly.
 6. Instruct the Department of City Planning to
submit a supplemental appropriation request.

CLASSIFICATION (cont)

1535-82 March 7, 1983: Over to the meeting of March 21, 1983 at
(CONT) request of Department of City Planning.

March 21, 1983: Over to the meeting of April 4, 1983.

Action: Sustain action of February 7, 1983.

1076-83 Allocation of eleven (11) new positions in the Public Utilities Commission.
(Calendar Item No. 4)

Action: Adopt staff report.

1. Allocate eleven positions in the Public Utilities Commission as follows:

1-1880 Chief of Systems (Sch. 59.0 \$1626B1975)
1-1877 Supervising Software Analyst (Sch. 56.2 \$1421B1723)
2-1875 Senior Software Analyst (Sch. 53.7 \$1261B1528)
1-1874 Senior Programmer Analyst (Sch. 48.7 \$994B1203)
1-1872 Programmer Analyst (Sch. 45.7 \$862B1042)
3-1864 Senior Systems and Procedures Analyst (Sch. 49.8 \$1047B1267)
1-1862 Systems and Procedures Analyst (Sch. 46.8 \$908B1099)
1-1780 Assistant Chief, Computer Operations and Support
Services (Sch. 52.8 \$1208B1463)

2. Amend Annual Salary Ordinance Section 40/400200/08051/001 accordingly.
3. Advise the department to revise its supplemental appropriation request.

1079-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
374-82/83	City Planning	Recht Hausrath & Associates
375-82/83	Mayor's Office, Criminal Justice	Young Community Developers
376-82/83	Airports Commission	Primo Angeli Graphics
377-82/83	Public Utilities Commission	Thiesen Glass
378-82/83	Social Services	San Francisco Aid Retarded Citizens
379-82/83	Social Services	Catholic Social Services
380-82/83	Social Services	Children's Home Society
381-82/83	Social Services	Potrero Hill Neighborhood House, Inc.
382-82/83	Social Services	Geneva Social Development Center
383-82/83	Social Services	San Francisco Senior Center
384-82/83	Social Services	Recreation Center for the Handi-capped
385-82/83	Social Services	JACKIE
386-82/83	Chief Administrative Officer	Price Waterhouse

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION (cont)

1080-83 Classification survey of one position. (Calendar Item No. 5)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Employees' Retirement System Dept. 44	1	1658 Chief Accountant (Sch. 55.6 \$1381B1674)	Same - Implements new accounting systems and procedures; on a con- tinuous basis provides information on cash flow projects to actuarial and investment divisions; re- presents department's interests at professional meetings; assures inter- face with FAMIS and payroll systems of the City School and Community College Districts; supervises department's accounting section.

Action: Adopt staff report.

EXAMINATION

3003-83 Special Report - Class Q-2 Police Officer - (Richard DeBella)
(Calendar Item No. 12)

February 7, 1983:	Over to the meeting of February 22, 1983 at Mr. DeBella's request.
February 22, 1983:	Over to the meeting of March 21, 1983 at Mr. DeBella's request.
March 21, 1983:	Over to the meeting of April 4, 1983 at the request of the San Francisco Police Department.

Action: Over to the meeting of April 18, 1983 at Mr. DeBella's
request.

3006-83 Appeal of staff denial of protests filed on the oral examination for
Class 8214 Parking Control Officer. (Calendar Item No. 19)

January 17, 1983:	Over to the meeting of February 7, 1983 at request of Local 400.
February 7, 1983:	Over to the meeting of February 22, 1983 at request of attorney for Local 400.
February 22, 1983:	Off calendar at the call of the Chair.
March 21, 1983:	Over to the meeting of April 4, 1983 at request of the Chair.

Action: Over to the meeting of April 18, 1983 at the request
of attorney for appellants and at the request of Civil
Service Commission staff.

EXAMINATION (cont)

3035-83 Special Report - Class Q-2 Police Officer - (Michael Wagner)
(Calendar Item No. 14)

March 7, 1983: Over to the meeting of March 21, 1983.

March 21, 1983: Over to the meeting of April 4, 1983
at Mr. Wagner's request.

Action: Off calendar. Appeal withdrawn.

3093-83 Special Report - Class Q-2 Police Officer - (Lawrence Henderson)
(Calendar Item No. 17)

Action: Grant appeal. Find qualified as to residency in this
examination for Class Q-2 Police Officer.

3094-83 Special Report - Class Q-2 Police Officer - (Anthony Hartzer)
(Calendar Item No. 15)

March 21, 1983: Over to the meeting of April 4, 1983
at Mr. Hartzer's request.

Action: Over to the meeting of April 18, 1983 in order that
the investigating officer be in attendance.

3131-83 Special Report - Class 8304 Deputy Sheriff - (Richard DeBella)
(Calendar Item No. 13)

Action: Over to the meeting of April 18, 1983 at Mr. DeBella's
request.

3141-83 Authorizing the General Manager, Personnel to enter into a contract
with the Holiday Inn, Inc. (Calendar Item No. 16)

Action: Adopt staff report; authorize the General Manager, Personnel
to enter into a contract with the Holiday Inn, Inc. for the
purpose of providing lodging and testing room facilities,
meals for assessors and related miscellaneous services.

IN-SERVICE ACTIVITIES

4122-83 Appeal of Discrimination Complaint Hearing Panel decision in the matter
of Debra Sue Heaphy v. the Department of Social Services.
(Calendar Item No. 11)

March 7, 1983: Over to the meeting of April 4, 1983 at
request of department.

Action: Deny appeal. Affirm decision of the Discrimination
Complaint Hearing Panel.

4173-83 Appeal of Hearing Panel Decision on P. Thomas Cady. (Calendar Item No. 18)

March 7, 1983: Over to the meeting of March 21, 1983. Mr.
Cady and the San Francisco Police Department
to prepare written presentations and submit
to the Assistant Secretary no later than
5:00 P.M. on March 14, 1983.

IN-SERVICE ACTIVITIES (cont)

4173-83 March 21, 1983: Over to the meeting of April 4, 1983 at
(CONT) request of Mr. Cady's attorney.

Action: Commissioner Salomon appointed a Committee of One to review record including additional submissions of both parties and to make a recommendation to the full Commission at the meeting of April 18, 1983.

4217-83 From the Employee Relations Division of the Board of Supervisors:
Proposed Letter of Agreement Between the City and County of San
Francisco and Unions and Proposed Compliance Agreement. (Calendar
Item No. 10)

February 28, 1983: Approve tentatively subject to final approval at the meeting of March 7, 1983 following public hearing.

March 7, 1933: Approve tentatively as amended on the record and subject to the conditions stipulated by resolution and subject to final ratification at the next meeting.

March 21, 1983: Over to the meeting of April 4, 1983.

Action: Approve Letter of Agreement Between the City and County of San Francisco and Unions and Compliance Agreement in its latest form dated April 4, 1983 subject to the following condition: That the reference to sufficient funds contained in paragraph 6 on page 5 of the Letter of Agreement to implement and maintain the examination schedule specified in the Letter of Agreement shall be that amount acceptable for this purpose by the General Manager, Personnel.

4316-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 6)

Oral Authorization Numbers: 7000-7176

Action: Approve. (Commissioners Lee and Powell dissent).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 4, 1983

PART II - 4:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Mary E. Asmus, Q-2 Police Officer, 121/E-96, San Francisco Police Department, Mission Station, 3/8/83. (Calendar Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Ethaniel Brooks, 4366 Collection Supervisor, LT, San Francisco Port Commission, Accounting Division, 1/7/83. (Calendar Item No. 24) (1)

January 17, 1983: Over to the meeting of February 7, 1983 at the request of his attorney.

February 7, 1983: Over to the meeting of March 7, 1983 for the purpose of preparing an auditors report.

March 7, 1983: Over to the meeting of March 21, 1983 due to clerical error in Commission Office.

March 21, 1983: Over to the meeting of April 4, 1983 by Commission action. (Commissioner Salomon will request permission to be excused from voting on this matter at the request of Mr. Brooks's attorney).

Action: Over to the meeting of April 18, 1983 by Commission action. (To appear as first item on the Regular Calendar - Part I).

Stephanie A. Chevalier, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 26) (1)

March 7, 1983: Over to the meeting of March 21, 1983 at request of Local 400.

March 21, 1983: Over to the meeting of April 4, 1983 at request of Local 400 and San Francisco Police Department.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Donald W. Dudley, 9163 Transit Operator, 1533/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/2/82. (Calendar Item No. 30) (7)

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

February 7, 1983: Over to the meeting of February 22, 1983 at his request.

February 22, 1983: Over to the meeting of March 21, 1983 at request of Transport Workers Union.

March 21, 1983: Over to the meeting of April 4, 1983 at his request.

Action: Over to the meeting of April 18, 1983 at request of department. (To appear as the second item on the Regular Calendar - Part I).

Ruth C. Farney, Q-2 Police Officer, 14/E-96, San Francisco Police Department, Northern Station, 3/14/83. (Calendar Item No. 34) (4)

Action: Over to the meeting of April 18, 1983 at request of Ms. Farney.

Billy E. Garrett, H-2 Firefighter, 392/E-25, San Francisco Fire Department, 9/8/82. (Calendar Item No. 32) (7)

Action: Over to the meeting of May 16, 1983 at request of Mr. Garrett's attorney.

Daryl Greig, 7334 Stationary Engineer, LT, The Fine Arts Museums, Operations Division, 12/2/82. (Calendar Item No. 25) (1)

December 13, 1982: Over to the meeting of January 3, 1983 at request of his attorney.

January 3, 1983: Off calendar. Mr. Greig or his attorney to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination.

February 22, 1983: Over to the meeting of March 7, 1983 at request of department.

March 7, 1983: Over to the meeting of March 21, 1983.

March 21, 1983: Over to the meeting of April 4, 1983 at request of Local 39.

Action: Over to the meeting of May 2, 1983 by Commission action. (To appear as first item on the Regular Calendar - Part I).

Stanley Hudson, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 27) (1)

March 7, 1983: Over to the meeting of March 21, 1983 at request of Local 400.

March 21, 1983: Over to the meeting of April 4, 1983 at request of Local 400 and San Francisco Police Department.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Gina-Marie Jackson, 2430 Medical Examinations Assistant, LT, Department of Public Health, San Francisco General Hospital Medical Center, 1/28/83. (Calendar Item No. 20) (1)

March 7, 1983: Over to the meeting of March 21, 1983 at request of Local 250.

March 21, 1983: Over to the meeting of April 4, 1983 at request of Local 250.

Action: Disapprove. Reinstate to position.

Rachel C. MacLachlan, Q-2 Police Officer, 38/E-96, San Francisco Police Department, Mission Station, 3/2/83. (Calendar Item No. 35) (6)

Action: Future employment in the uniformed ranks of the San Francisco Police Department subject to the review and approval of the General Manager, Personnel after one year of satisfactory work experience in or out of the City and County service.

Willie Lee Morton, 7530 Street Cleaner, 13/E-8, Department of Public Works, Street Cleaning Division, 3/8/83. (Calendar Item No. 31) (7)

Action: Off calendar at the request of Local 261. Mr. Morton or his representative to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination by the Civil Service Commission.

Ardette Redfield, 2302 Orderly, 54/E-311, Department of Public Health, Laguna Honda Hospital, 3/22/83. (Calendar Item No. 23) (4)

Action: Over to the meeting of April 18, 1983 at the request of the department.

Chester Smith, 2615 School Lunchroom Helper, 11/E-10, San Francisco Unified School District, Food Services Division, 2/24/83. (Calendar Item No. 29) (3)

March 21, 1983: Over to the meeting of April 4, 1983. Department to contact employee's physician to clarify medical record.

Action: Over to the meeting of April 18, 1983 at request of the department.

Richard Taylor, 7502 Asphalt Worker, 9/E-6, Department of Public Works, Street and Sewer Repair Division, 11/17/82. (Calendar Item No. 21) (2)

December 13, 1982: Over to the meeting of January 3, 1983 at his request.

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

February 7, 1983: Over to the meeting of March 7, 1983 at his request.

March 7, 1983: Over to the meeting of March 21, 1983 at his request.

March 21, 1983: Over to the meeting of April 4, 1983. Department to augment file and produce witnesses as requested by Commission.

Action: Return name to list.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 28) (1)

March 7, 1983: Over to the meeting of April 4, 1983 at request of his attorney.

Action: Over to the meeting of April 18, 1983 at the request of the San Francisco Police Department.

Cecil Whitmore, 2604 Food Service Worker, 36/E-6, Department of Public Health, Laguna Honda Hospital, 2/24/83. (Calendar Item No. 22) (4)

March 21, 1983: Over to the meeting of April 4, 1983 at his request.

Action: No future employment in Class 2604 Food Service Worker. No other restriction on future employment.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 18, 1983

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo
Commissioner Lee (Items Missed: Continuances, Minutes & Consent Calendar)
Commissioner Gloyd
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of April 4, 1983

Action: Approve.

DOCUMENTS DEPT.

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CLASSIFICATION MATTERS

1081-83 Reorganization of the Warehouse Section of the Building & Grounds Division,
San Francisco Unified School District. (Calendar Item No. 5)

Action: Over to the meeting of May 2, 1983 at request
of Local 390/400.

1085-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
387-82/83	Social Services	Dr. Martin Glasser, M.D.
388-82/83	Social Services	Carolyn B. Block, Ph.D.
389-82/83	Social Services	Luz-Mary Harris, Ph.D.
390-82/83	Social Services	J. Donald Cohon, Ph.D.
391-82/83	Mayor's Office	Work Improvement Project, Inc.
392-82/83	Chief Administrative Officer	Edgar, Dunn & Company, Inc.
393-82/83	Chief Administrative Officer	San Francisco Convention & Visitors Bureau
394-82/83	Public Health	S.F. Hearing & Speech Center
395-82/83	Public Health	Crestwood Manor-Vallejo
396-82/83	Public Health	El Dorado Guidance Center-San Jose
397-82/83	Public Works-Clean Water	Pan-Marine Constructors, Inc.
398-82/83	Civil Service Commission	McBer and Company
399-82/83	Public Health	Foundation for Cross-Connection & Hydraulic Research, University of Southern California
400-82/83	S.F. Police Department	Biddle and Associates, Inc.
401-82/83	S.F. Police Department	Pacificon Films, Inc.
402-82/83	Controller	Knauer Computer Consulting Inc.

CLASSIFICATION MATTERS (cont)

1085-83	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	403-82/83	Social Services	S.F. Council of Churches/Mayor's Council on Disabilities Concerns
	404-82/83	Social Services	Mt. Zion Hospital & Medical Center
	405-82/83	Airports Commission	John F. Brown & Company
	406-82/83	Airports Commission	PSC Associates

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1090-83 Request to consolidate Class 3410 Assistant Gardener with 3416 Gardener and 3474 School Grounds Supervisor with 3422 Park Section Supervisor. (Calendar Item No. 12)

Action: Adopt staff report as amended by severing all references to Class 3474 School Grounds Supervisor.

1. Establish a new Class of 3417 Gardener (Sch. 45.3 \$846B1022 1983-84 Rates) by consolidating the duties of Classes 3410 Assistant Gardener and 3416 Gardener as indicated in staff report.
2. Grant status in Class 3417 Gardener to permanent incumbents and eligibles in Classes 3416 Gardener and 3410 Assistant Gardener.
3. Retitle the class specification for Class 3422 Park Section Supervisor to Gardener Supervisor and amend the specification as indicated in staff report.
4. Grant status in Class 3422 Gardener Supervisor to permanent incumbents in Classes 3422 Park Section Supervisor.
5. Abolish Classes 3410 Assistant Gardener and Class 3416 Gardener.
6. Advise the following departments to amend their budgets accordingly:

Public Works	Municipal Railway
Recreation and Park	Water Department
S.F. Unified School District	Hetch Hetchy Project
S.F. Community College District	Sheriff
S.F. International Airport	S.F. General Hospital
Juvenile Court	Laguna Honda Hospital

1095-83 Proposed personal services contract for the Controller's EDP Division to provide programming service for the Civil Service Commission. (Calendar Item No. 4)

Action: Approve; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

1117-83 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Michael Gash 8176 Trial Attorney	S.F. Police Department	3	3

COMPENSATION MATTERS (cont)

2117-83	<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
	Lynn Lott 1446 Sr. Clerk Stenographer	Mayor's Office	5	5
	Richard Fung 6270 Housing Inspector	Public Works	5	5
	Judith Lewis 2320 Registered Nurse	Public Health	5	5
	Art Carter 1180 Executive Assistant to Chief Administrative Officer	Chief Administrative Officer	4	4

Action: Adopt staff report.

2122-83 Salary Standardization for Registered Nurse Classifications (Charter Section 8.403). (Calendar Item No. 13)

Action: Adopt staff report as amended verbally to correct clerical errors; forward to the Board of Supervisors.

IN-SERVICE MATTERS

2487-82 Review of requests to extend limited tenure appointments of twelve or more months duration as of June 30, 1982 (Civil Service Commission Rule 19, Section 19.07). (Calendar Item No. 14)

May 17, 1982: Adopt staff report. Approve extension of Limited Tenure appointments until September 30, 1982.

September 20, 1982: 1. Extend limited tenure appointments of twelve or more months duration as of June 30, 1982 until October 4, 1982.

2. Over to the meeting of October 4, 1982.

October 4, 1982: Extend limited tenure appointments until December 6, 1982.

December 6, 1982: Approve requests until January 31, 1983; calendar for Civil Service Commission on January 17, 1983.

January 17, 1983: 1. Approve request until February 28, 1983; calendar for Commission review on February 22, 1983.

2. Proposal for management study of the Commission over to a future meeting to be determined by the Commission.

February 22, 1983: Approve requests until April 30, 1983; calendar for Commission review on April 18, 1983.

Action: Approve requests.

EXAMINATION MATTERS

- 3003-83 Special Report - Class Q-2 Police Officer - (Richard DeBella)
(Calendar Item No. 17)
- February 7, 1983: Over to the meeting of February 22, 1983
at Mr. DeBella's request.
- February 22, 1983: Over to the meeting of March 21, 1983 at
Mr. DeBella's request.
- March 21, 1983: Over to the meeting of April 4, 1983 at
the request of the San Francisco Police
Department.
- April 4, 1983: Over to the meeting of April 18, 1983 at
Mr. DeBella's request.
- Action: Off calendar; appeal withdrawn.
-
- 3006-83 Appeal of staff denial of protests filed on the oral examination for
Class 8214 Parking Control Officer. (Calendar Item No. 22)
- January 17, 1983: Over to the meeting of February 7, 1983
at request of Local 400.
- February 7, 1983: Over to the meeting of February 22, 1983
at request of attorney for Local 400.
- February 22, 1983: Off calendar at the call of the Chair.
- March 21, 1983: Over to the meeting of April 4, 1983 at
request of the Chair.
- April 4, 1983: Over to the meeting of April 18, 1983 at
the request of attorney for appellants and
at the request of Civil Service Commission
Staff.
- Action: 1. Adopt staff report. Deny appeals.
 2. Grant minimum passing score in oral examination
 to Denise Brown, Gail Brown, Patricia Drocco and
 Julie Bini; amend eligible list accordingly.
-
- 3070-83 Special Report - Class Q-2 Police Officer - (Richard J. Postell)
(Calendar Item No. 19)
- March 7, 1983: Over to the meeting of March 21, 1983
at his request.
- March 21, 1983: Over to the meeting of April 18, 1983
at Mr. Postell's request.
- Action: Over to the meeting of May 16, 1983 at Mr. Postell's
request.
-
- 3094-83 Special Report - Class Q-2 Police Officer - (Anthony Hartzer)
(Calendar Item No. 20)
- March 21, 1983: Over to the meeting of April 4, 1983
at Mr. Hartzer's request.
- April 4, 1983: Over to the meeting of April 18, 1983
in order that the Investigating Officer
be in attendance.
- Action: Find qualified as to background in this examination
for Class Q-2 Police Officer.

EXAMINATION MATTERS (cont)

3131-83 Special Report - Class 8304 Deputy Sheriff - (Richard DeBella)
(Calendar Item No. 18)

April 4, 1983: Over to the meeting of April 18, 1983.

Action: Off calendar; appeal withdrawn.

3137-83 Special Report - Class Q-2 Police Officer - (Chester L. Blanson)
(Calendar Item No. 21)

Action: Sustain decision of the San Francisco Police Department.
(Subsequent to this action the Commission upon motion
by Commissioner Gloyd agreed to reconsider this action
at the next meeting on May 2, 1983 at 2:00 P.M.).

IN-SERVICE MATTERS (cont)

4173-83 Appeal of Hearing Panel Decision on P. Thomas Cady. (Calendar Item No. 15)

February 22, 1983: Over to the meeting of March 21, 1983.
Both Mr. Cady and the San Francisco
Police Department to prepare written
presentations and submit to the Assistant
Secretary no later than 5:00 P.M. on
March 14, 1983.

March 21, 1983: Over to the meeting of April 4, 1983 at
request of Mr. Cady's attorney.

April 4, 1983: Commissioner Salomon appointed a Committee
of One to review record including additional
submissions of both parties and to make a
recommendation to the full Commission at the
meeting of April 18, 1983.

Action: Over to the meeting of May 2, 1983 due to Commissioner
Salomon's absence.

4373-83 From the heads of various departments requesting authorization to make
non-Civil Service appointments. (Calendar Item No. 7)

Oral Authorization Numbers: 7177-7381

Action: Approve.

4374-83 Termination of non-Civil Service appointment of Fred Badalamente, Class
1630 Account Clerk with the San Francisco Commission on the Aging.
(Calendar Item No. 16)

Action: No future employment with the City and County of
San Francisco.

General Manager's Report. (Calendar Item No. 10)

No action taken.

Commissioners' New Business. (Calendar Item No. 11)

Action: 1. Staff requested to investigate the allegation contained
in a letter from Deborah Sue Heaphy.

2. The Commission requested a report from the staff on the
number of designated bi-lingual positions at San Francisco
General Hospital Medical Center, names of persons occupying
those positions, designated languages, and the manner by
which the language ability was assessed.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 18, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Julia M. Aries, 2586 Health Worker II, 4/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 3/18/83.
(Calendar Item No. 28) (3)

Action: Over to the meeting of May 2, 1983 at request
of Local 390/400.

Ethaniel Brooks, 4366 Collection Supervisor, LT, San Francisco Port Commission, Accounting Division, 1/7/83. (Calendar Item No. 8) (1)

January 17, 1983: Over to the meeting of February 7, 1983
at the request of his attorney.

February 7, 1983: Over to the meeting of March 7, 1983 for
the purpose of preparing an auditors report.

March 7, 1983: Over to the meeting of March 21, 1983 due
to clerical error in Commission Office.

March 21, 1983: Over to the meeting of April 4, 1983 by
Commission action. (Commissioner Salomon
will request permission to be excused from
voting on this matter at the request of
Mr. Brooks's attorney).

April 4, 1983: Over to the meeting of April 18, 1983 by
Commission action. (To appear as first
item on the Regular Calendar - Part I).

Action: Approve.

Thomas P. Cady, Q-2 Police Officer, 237/E-93, San Francisco Police Department, Field Operations Division, 12/15/81. (Calendar Item No. 24) (6)

December 6, 1982: Off calendar.

January 18, 1982: Over to the meeting of February 1, 1982.

February 1, 1982: Off calendar. To remain under waiver of
all employment pending final determination
by the Civil Service Commission. Mr. Cady
to notify the Assistant Secretary when pre-
pared to proceed.

Action: Over to the meeting of May 2, 1983. Eligible for other
City and County employment pending final determination
of future employability.

Andrew Contreras, 2708 Custodian, 111/E-7, Recreation and Park Department, Custodial Division, 3/22/83. (Calendar Item No. 31) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

Albert Curtis, 9163 Transit Operator, 542/E-111, Public Utilities Commission, San Francisco Municipal Railway, 6/16/82. (Calendar Item No. 38) (7)

Action: Cancel all current examination and eligibility status. Future employment in Class 9163 Transit Operator subject to the review and approval of the General Manager, Personnel after three (3) years of satisfactory service in or out of the City and County service.

Donald W. Dudley, 9163 Transit Operator, 1533/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/2/82. (Calendar Item No. 9) (7)

January 3, 1983: Over to the meeting of January 17, 1983 at his request.

January 17, 1983: Over to the meeting of February 7, 1983 due to lack of a quorum.

February 7, 1983: Over to the meeting of February 22, 1983 at his request.

February 22, 1983: Over to the meeting of March 21, 1983 at request of Transport Workers Union.

March 21, 1983: Over to the meeting of April 4, 1983 at his request.

April 4, 1983: Over to the meeting of April 18, 1983 at request of department. (To appear as the second item on the Regular Meeting Calendar - Part I).

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Ruth C. Farney, Q-2 Police Officer, 14/E-96, San Francisco Police Department, Northern Station, 3/14/83. (Calendar Item No. 30) (4)

April 4, 1983: Over to the meeting of April 18, 1983 at request of Ms. Farney.

Action: No future employment as a member of the uniformed ranks of the San Francisco Police Department.

Marian Hawkins, 8202 Security Guard, LT, San Francisco Police Department, Company E, 4/5/83. (Calendar Item No. 26) (1)

Action: Approve. No restriction on future employability.

John P. Lee, Q-2 Police Officer, 80/E-96, San Francisco Police Department, Mission Station, 3/30/83. (Calendar Item No. 34) (6)

Action: One year satisfactory service in or out of the City and County service required before reapplying for Class Q-2 Police Officer.

Ricardo M. Mora, Q-2 Police Officer, 188/E-96, San Francisco Police Department, Mission Station, 4/3/83. (Calendar Item No. 35) (6)

Action: No future employment in Class Q-2 Police Officer.

Fred K. Mueller, 1404 Clerk, 70/E-18, Department of Public Health, Central Office/Business Office, 2/24/83. (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Mary Jane Parthe, 1446 Senior Clerk Stenographer, 4/CPE-5, Civil Service Commission, Salary Division, 4/7/83. (Calendar Item No. 39) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Civil Service Commission.

Ardette Redfield, 2302 Orderly, 54/E-311, Department of Public Health, Laguna Honda Hospital, 3/22/83. (Calendar Item No. 29) (4)

April 4, 1983: Over to the meeting of April 18, 1983 at the request of the department.

Action: Off calendar at request of department.

Marcos Rodriguez, 2806 Disease Control Investigator, 8/E-9, Department of Public Health, Community Public Health Services, 1/6/83. (Calendar Item No. 33) (6)

Action: Over to the meeting of June 6, 1983 at Mr. Rodriguez's request.

Chester Smith, 2615 School Lunchroom Helper, 11/E-10, San Francisco Unified School District, Food Services Division, 2/24/83. (Calendar Item No. 27) (3)

March 21, 1983: Over to the meeting of April 4, 1983. Department to contact employee's physician to clarify medical record.

April 4, 1983: Over to the meeting of April 18, 1983 at request of the department.

Action: Over to the meeting of May 2, 1983 at request of department.

Kevin Tull, 8214 Parking Control Officer, LT, San Francisco Police Department, Company K - Parking & Traffic Control, 2/16/83. (Calendar Item No. 25) (1)

March 7, 1983: Over to the meeting of April 4, 1983 at request of his attorney.

Action: Disapprove. Reinstate to position.



Victoria M. Williams, Q-2 Police Officer, 130/E-97, San Francisco Police Department, Support Services Bureau, 4/5/83. (Calendar Item No. 36) (6)

Action: Satisfactory completion of driver training required before reapplying for Class Q-2 Police Officer.

James Wilson, 2736 Porter, 86/E-52, Department of Public Health, San Francisco General Hospital Medical Center, 3/29/83. (Calendar Item No. 37) (7)

Action: Not to be employed again by the Department of Public Health.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 2, 1983

PART I - 2:00 P.M.

Present: Commissioner Texidor del Portillo
Commissioner Lee (Item Missed: All of Part II)
Commissioner Gloyd
Commissioner Powell (Item Missed: All of Part II)
Commissioner Salomon

Commissioner Texidor del Portillo presided

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MINUTES: Regular Meeting of April 18, 1983

Action: Approve.

CLASSIFICATION MATTERS

1081-83 Reorganization of the Warehouse Section of the Building & Grounds Division,
San Francisco Unified School District. (Calendar Item No. 14)

April 18, 1983: Over to the meeting of May 2, 1983.

Action: Adopt staff report.

1. Establish a new classification of 1930 Warehouse Worker (Sch. 38.4 \$611B738, 1329M1605).
2. Allocate all positions currently budgeted in Class 7550 School Furniture Service Worker (Sch. 38.4 \$611B738, 1329M1605) to the new classification.
3. Grant status in the new classification of Warehouse Worker to permanent incumbents in Class 1932 Assistant Storekeeper (Sch. 36.8 \$567B684, 1233M1488) and 7550 School Furniture Service Worker at the San Francisco Unified School District.
4. Allocate two positions budgeted in Class 1932 Assistant Storekeeper at the San Francisco Community College District to Class 1930 Warehouse Worker. (NOTE: There are no permanent incumbents in these positions).
5. Abolish Class 7550 School Furniture Service Worker.
6. Amend the specifications for the following classifications as indicated in the draft specifications:
 - a. 1932 Assistant Storekeeper
 - b. 1933 School Warehouse Assistant Supervisor
 - c. 1939 School Warehouse Supervisor
 - d. 1940 Stores and Equipment Supervisor
7. Allocate one new position to Class 1940 Stores and Equipment Supervisor.
8. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.



CLASSIFICATION MATTERS (cont)

1082-83 Appeal of staff denial regarding the broadening of the definition of Instructional Aide. (Calendar Item No. 15)

Action: Deny appeal.

1105-83 Survey of positions in the General Assistance Program, Department of Social Services. (Calendar Item No. 16)

Action: Over to the meeting of May 16, 1983 to permit Local 535 to review proposal.

1109-83 Classification survey of positions in various City Departments. (Calendar Item No. 4)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Controller's EDP Dept. 09	1	1864 Sr. Systems & Procedures Analyst (temporary) (Sch. 49.8 \$1047B1267)	Same - Coordinates, main- tains and modifies Controller EDP Billing/ Budget system; recommends on improvements of re- porting of billing and budgetary information; creates and maintains data bases for departmental projects and budgets in- cluding batch and Time Share Operations processing; designs back-up and recovery procedures; documents pro- cedures & trains department personnel in their use.
S.F. Police Dept. 38	1	1844 Sr. Management Assistant (Sch. 48.5 \$984B1141)	Same - Develops, monitors and manages budgets for the department's computer complex; acts as senior civilian aide to commanding officer, Communications Division; represents department in connection with regional, state and federal criminal in- formation gathering; develops, implements & con- trols department im- provements.
Public Utilities Commission Dept. 40	2	1866 Systems and Procedures Supervisor (Sch. 52.8 \$1208B1463)	Same - Supervises project groups of programmers and analysts in designing, developing, implementing & maintaining computerized management information systems; performs the most complex systems design activities, trains staff in technical data processing concepts; acts as liaison to user departments.
Public Health Central Office Dept. 83	1	1408 Principal Clerk (Sch. 40.8 \$684B826)	Same - Plans, schedules and supervises work of 5 - 1426 Sr. Clerk Typists serving as a clerical pool for administrators of Community Substance Abuse Services; prepares the more complex records and reports; interprets and provides in- formation on payroll and personnel matters.

CLASSIFICATION MATTERS (cont)

1109-83 Action: Adopt staff report.
(CONT)

1111-83 Request for approval to use one 9750 Staff Assistant IX position, Airports
Commission. (Calendar Item No. 5)

Action: Adopt staff report. Authorize the use of one position in
Class 9750 Staff Assistant IX, Special Project, (\$1989 B/W)
at the Airport for a period not to exceed one year from
date of hire.

1114-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
408-82/83	Civil Service Commission	Education/Research Inc.
409-82/83	Sheriff	Armstrong Law School
410-82/83	City Planning	William H. Whyte
411-82/83	Public Utilities Commission	Richard W. Ploeser
412-82/83	Public Works	Werner Schmidt, New Technologies Institute
413-82/83	Public Works	Simpson, Gumpertz & Heger
414-82/83	Public Works	John Carollo Engineers
415-82/83	Public Health	Brian Danaher, Ph.D.
416-82/83	War Memorial/Performing Arts Center	CommAir Mechanical Services
417-82/83	S.F. Port Commission	Harold J. Leeds
418-82/83	S.F. Port Commission	Geotechnical Consultants, Inc.
419-82/83	S.F. Port Commission	Randall S. Rossi, Ph.D.
420-82/83	Controller	Acrodata Corporation
421-82/83	Controller	EDP Temps, Inc.
422-82/83	Controller	DeWolf Consulting Services, Inc.
423-82/83	Controller	Systems Management Facilities
424-82/83	Controller	West Marin Associates
425-82/83	Sheriff	Nathan Zilberg, M.D.
426-82/83	Public Works	Warren Industries
427-82/83	S.F. Port Commission	Touche Ross & Company
428-82/83	Chief Administrative Officer	Marsh & McLennan Protection Consultants
429-82/83	S.F. Airports Commission	Morrison and Foerster

Action: Adopt staff report; notify the offices of the
Controller and the Purchaser.

COMPENSATION MATTERS

2118-83 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. 6)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by "Z" symbol as indicated in staff report.

2130-83 Correction of clerical error, Physician Specialist Data, Salary Survey. (Calendar Item No. 7)

Action: Adopt staff report; forward to the Board of Supervisors.

2133-83 Request for appointment above the entrance rate. (Calendar Item No. 10B)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Andrea Gourdine 1276 Departmental Personnel Director (Exempt)	Public Utilities Commission	5	5

Action: Adopt staff report.

EXAMINATION MATTERS

3107-83 Reconsideration of Civil Service Commission action of March 21, 1983 (Commissioners Texidor del Portillo, Gloyd and Powell):
Protest of eligible list for Class 1528 Administrative Secretary. (Calendar Item No. 18)

March 21, 1983: Cancel this examination for Class 1528 Administrative Secretary; commence and readminister new examination. (Commissioner Lee absent during later discussion on jurisdiction of the Commission to cancel an adopted list. On conclusion of this discussion, the Commission sustained its earlier action in canceling this examination).

Action:

1. Rescind action of March 21, 1983.
2. Allow all persons on eligible list shown under waiver to take typing and stenographic test once.
3. Items 3, 4, and 13 to be submitted to experts for review of key answers and adoption by the Commission.

3137-83 Reconsideration of Civil Service Commission action of April 18, 1983 (Commissioners Texidor del Portillo, Lee, Gloyd and Powell):
Special Report - Class Q-2 Police Officer - (Chester L. Blanson) (Calendar Item No. 19)

April 18, 1983: Sustain decision of the San Francisco Police Department. (Subsequent to this action the Commission upon motion by Commissioner Gloyd agreed to reconsider this action at the next meeting on May 2, 1983 at 2:00 P.M.).

Action: Over to the meeting of May 16, 1983.



EXAMINATION MATTERS (cont)

3195-83 Discussion of terms of the examination announcement for the Accelerated Examination Program. (Calendar Item 19A)

Action: Staff to prepare and submit to the Commission a report on the issues related to candidate pool size.

IN-SERVICE MATTERS

4173-83 Appeal of Hearing Panel Decision on P. Thomas Cady. (Calendar Item No. 17)

February 22, 1983: Over to the meeting of March 21, 1983. Both Mr. Cady and the San Francisco Police Department to prepare written presentations and submit to the Assistant Secretary no later than 5:00 P.M. on March 14, 1983.

March 21, 1983: Over to the meeting of April 4, 1983 at request of Mr. Cady's attorney.

April 4, 1983: Commissioner Salomon appointed a Committee of One to review record including additional submissions of both parties and to make a recommendation to the full Commission at the meeting of April 18, 1983.

April 18, 1983: Over to the meeting of May 2, 1983 due to Commissioner Salomon's absence.

Action: Over to the meeting of May 16, 1983. The Commission stipulated (1) that no further continuances would be permitted and (2) discussion on May 16, 1983 would be restricted to the Field Training scores.

4419-83 Request for authority to transfer \$24,580.00 from Object 340, Controller EDP to Examination Services Project (081/01) and \$3,000.00 from Object 340, Controller EDP to Object 120, Other Services. (Calendar Item No. 8)

Action: Approve, notify the office of the Controller.

4420-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 10)

Oral Authorization Numbers: 7382-7576

Action: Approve. (Vote of 4 to 1: Commissioner Lee dissents).

4421-83 Proposed amendments to Civil Service Commission Rule 2 - Definitions, Rule 9 - Examinations, and Rule 10 - Eligible Lists, in implementation of the Compliance Agreement with the State Personnel Board. (Calendar Item No. 9)

Action: Post for adoption at the meeting of May 16, 1983.

4422-83 Request for supplemental appropriation for \$1,770 for payment of reparation claim for Elbert Eich Izumi. (Calendar Item No. 10A)

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - May 2, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Julia M. Aries, 2586 Health Worker II, 4/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 3/18/83.
(Calendar Item No. 30) (3)

April 18, 1983: Over to the meeting of May 2, 1983 at request of Local 390/400.

Action: Off calendar.

Reconsideration of Civil Service Commission action of April 4, 1983 (Commissioners Texidor del Portillo, Lee, Gloyd and Powell):
Mary E. Asmus, Q-2 Police Officer, 121/E-96, San Francisco Police Department, Mission Station, 3/8/83. (Calendar Item No. 27) (6)

April 4, 1983: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: Approve. No restriction on future employment.

Michael D. Beisel, Q-2 Police Officer, 180/E-96, San Francisco Police Department, Northern Station, 4/8/83. (Calendar Item No. 28) (6)

Action: Approve. No restriction on future employment.

William C. Brisbane, 9163 Transit Operator, 1069/E-112, Public Utilities Commission, San Francisco Municipal Railway, 1/21/83.
(Calendar Item No. 33) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.



Thomas P. Cady, Q-2 Police Officer, 237/E-93, San Francisco Police Department, Field Operations Division, 12/15/81. (Calendar Item No. 26) (6)

December 6, 1982: Off calendar.

January 18, 1982: Over to the meeting of February 1, 1982.

February 1, 1982: Off calendar. To remain under waiver of all employment pending final determination by the Civil Service Commission. Mr. Cady to notify the Assistant Secretary when prepared to proceed.

April 18, 1983: Over to the meeting of May 2, 1983. Eligible for other City and County employment pending final determination of future employability.

Action: Over to the meeting of May 16, 1983.

Ronald Chism, 2310 Operating Room Technician, 14/E-6, Department of Public Health, San Francisco General Hospital Medical Center, 3/30/83. (Calendar Item No. 31) (3)

Action: Over to the meeting of May 16, 1983 at Mr. Chism's request.

James W. Dawson, 9163 Transit Operator, 48/E-106, Public Utilities Commission, San Francisco Municipal Railway, 3/31/83. (Calendar Item No. 34) (7)

Action: Over to the meeting of May 16, 1983 at Mr. Dawson's request.

Eduardo S. Diaz, 8318 Counselor II, 6/CPE-2, Juvenile Court, Juvenile Hall Division, 4/19/83. (Calendar Item No. 23) (4)

Action: Off calendar at request of Juvenile Court.

Melicent Flowers, 1430 Transcriber Typist, LT, Adult Probation Department, Investigation Division, 4/19/83. (Calendar Item No. 20) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Adult Probation.

Murphy J. Greene, 9163 Transit Operator, 194/E-114, Public Utilities Commission, San Francisco Municipal Railway, 12/1/82. (Calendar Item No. 22) (1)

Action: Approve. One year satisfactory service in or out of the City and County service required before reapplying for Class 9163 Transit Operator.

Daryl Greig, 7334 Stationary Engineer, LT, The Fine Arts Museums, Operations Division, 12/2/82. (Calendar Item No. 11) (1)

December 13, 1982: Over to the meeting of January 3, 1983 at request of his attorney.

January 3, 1983: Off calendar. Mr. Greig or his attorney to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination.

February 22, 1983: Over to the meeting of March 7, 1983 at request of department.

March 7, 1983: Over to the meeting of March 21, 1983.

March 21, 1983: Over to the meeting of April 4, 1983 at request of Local 39.

April 4, 1983: Over to the meeting of May 2, 1983 by Commission action. (To appear as first item on the Regular Calendar - Part I).

Action: Approve. (Vote of 3 to 2: Commissioners Gloyd and Powell dissenting)

Horace E. Lawrence, 9163 Transit Operator, 323/E-113, Public Utilities Commission, San Francisco Municipal Railway, 3/1/83. (Calendar Item No. 35) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Valerie Lynch, 8304 Deputy Sheriff, 124/E-10, Sheriff Department, Prisoner Custody Division, 4/8/83. (Calendar Item No. 24) (4)

Action: Over to the meeting of May 16, 1983 at Ms. Lynch's request.

Herman Mays, 2708 Custodian, 169/E-1, Airports Commission, Custodial Division, 4/12/83. (Calendar Item No. 25) (4)

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

William M. Nelson, 9163 Transit Operator, 481/E-112, Public Utilities Commission, San Francisco Municipal Railway, 1/24/83. (Calendar Item No. 36) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Steve E. Robinson, 9163 Transit Operator, 339/E-113, Public Utilities Commission, San Francisco Municipal Railway, 3/1/83.
(Calendar Item No. 37) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Milton G. Singletary, 7530 Street Cleaner, LT, Department of Public Works, Street Cleaning Division, 4/4/83. (Calendar Item No. 21) (1)

Action: Over to the meeting of June 20, 1983 at request of Department of Public Works.

Chester Smith, 2615 School Lunchroom Helper, 11/E-10, San Francisco Unified School District, Food Service Division, 2/24/83.
(Calendar Item No. 29) (3)

March 21, 1983: Over to the meeting of April 4, 1983. Department to contact employee's physician to clarify medical record.

April 4, 1983: Over to the meeting of April 18, 1983 at request of the department.

April 18, 1983: Over to the meeting of May 2, 1983 at request of department.

Action: Over to the meeting of May 16, 1983 at Mr. Smith's request.

Sylvia J. Williams, 9163 Transit Operator, 912/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/31/83.
(Calendar Item No. 32) (3)

Action: Over to the meeting of June 6, 1983.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 16, 1983

PART I - 2:00 P.M.

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Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon (Item Missed: All Items except Items 14, 19 & 25)
Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of May 2, 1983

Action: Approve.

CLASSIFICATION MATTERS

1061-83 Establishment of a new classification of 8280 Environmental Control Officer in the San Francisco Police Department. (Calendar Item No. 13)

Action: Deny staff report.

1105-83 Survey of positions in the General Assistance Program, Department of Social Services. (Calendar Item No. 12)

May 2, 1983: Over to the meeting of May 16, 1983 to permit Local 535 to review proposal.

Action: Over to the meeting of June 6, 1983.

1131-83 Request to grant status to permanent incumbents in Classification 3226 Golf Course Starter at the Recreation and Park Department. (Calendar Item No. 5)

Action: Grant status in Class 4321 Cashier II (1983-84: Sch. 37.9 \$596B721, 1296M1568) to permanent incumbents in Class 3226 Golf Course Starter (1983-84: Sch. 38.0 \$599B724, 1303M1575) effective July 1, 1983.

1137-83 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
430-82/83	Social Services	Glide Memorial United Methodist Church
431-82/83	Chief Administrative Officer	To be selected
432-82/83	Public Health	CSAS Excess Insurance Authority
433-82/83	Public Health	Poolman, Shih & Platton, Inc.
434-82/83	Art Commission	Joan Ellison-Wong
435-82/83	Public Utilities Commission	Luxor Cab Company
436-82/83	Public Works	Hesselberg, Keesee & Associates, Inc.
437-82/83	Public Works	Hesselberg, Keesee & Associates, Inc.

CLASSIFICATION MATTERS (cont)

137-83 CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	438-82/83	Public Works	Hesselberg, Keesee & Associates, Inc.
	439-82/83	Public Works	Cal Trans District 4
	440-82/83	Sheriff	Golden Gate University, Law School
	441-82/83	Sheriff	University of San Francisco Law School
	442-82/83	Sheriff	New College of Law, San Francisco
	443-82/83	Sheriff	Hastings College of Law
	444-82/83	S.F. Fire Department	Dr. Jessica Gaynor
	445-82/83	S.F. Fire Department	Glumac and Associates
	446-82/83	S.F. Fire Department	Sports and Fitness Research Institute Frank Verducci, Ed.D.
	447-82/83	Mayor's Criminal Justice Council	Karen Coates
	448-82/83	Mayor's Criminal Justice Council	David Bradley

Action: Adopt staff report; notify the offices of the
Controller and the Purchaser.

EXAMINATION MATTERS

8070-83 Special Report - Class Q-2 Police Officer - (Richard J. Postell)
(Calendar Item No. 15)

March 7, 1983: Over to the meeting of March 21, 1983
at his request.

March 21, 1983: Over to the meeting of April 18, 1983
at Mr. Postell's request.

April 18, 1983: Over to the meeting of May 16, 1983 at
Mr. Postell's request.

Action: Over to the meeting of June 6, 1983 at Mr. Postell's
request. (This request was granted with the stipulation
that this was the last continuance).

137-83 Reconsideration of Civil Service Commission action of April 18, 1983
(Commissioners Texidor del Portillo, Lee, Gloyd and Powell):
Special Report - Class Q-2 Police Officer - (Chester L. Blanson)
(Calendar Item No. 16)

April 18, 1983: Sustain decision of the San Francisco Police
Department. (Subsequent to this action the
Commission upon motion by Commissioner Gloyd
agreed to reconsider this action at the next
meeting on May 2, 1983 at 2:00 P.M.).

May 2, 1983: Over to the meeting of May 16, 1983.

Action: Off calendar.

26-83 Inclusion of psychological assessment procedure as component of medical
examination for Q-2 Police Officer. (Calendar Item No. 17)

Action: Over to the meeting of June 6, 1983.

IN-SERVICE MATTERS

- 4173-83 Appeal of Hearing Panel Decision on P. Thomas Cady. (Calendar Item No. 14)
- February 22, 1983: Over to the meeting of March 21, 1983. Both Mr. Cady and the San Francisco Police Department to prepare written presentations and submit to the Assistant Secretary no later than 5:00 P.M. on March 14, 1983.
- March 21, 1983: Over to the meeting of April 4, 1983 at request of Mr. Cady's attorney.
- April 4, 1983: Commissioner Salomon appointed a Committee of One to review record including additional submissions of both parties and to make a recommendation to the full Commission at the meeting of April 18, 1983.
- April 18, 1983: Over to the meeting of May 2, 1983 due to Commissioner Salomon's absence.
- May 2, 1983: Over to the meeting of May 16, 1983. The Commission stipulated (1) that no further continuances would be permitted and (2) discussion on May 16, 1983 would be restricted to the Field Training scores.
- Action: Disapprove decision of the Discrimination Complaint Hearing Panel. Grant appeal; reinstate P. Thomas Cady to the San Francisco Police Department as a Class Q-2 Police Officer. Mr. Cady to be included in the next academy class.
- 4421-83 Proposed amendments to Civil Service Commission Rule 2 - Definitions, Rule 9 - Examinations, and Rule 10 - Eligible Lists, in implementation of the Compliance Agreement with the State Personnel Board. (Calendar Item No. 6)
- May 2, 1983: Post for adoption at the meeting of May 16, 1983.
- Action: Over to the meeting of June 20, 1983.
- 4422-83 Request for supplemental appropriation for \$1,770 for payment of reparation claim for Elbert Eich Izumi. (Calendar Item No. 4)
- May 2, 1983: Off calendar.
- Action: Approve; forward to the Office of the Mayor.
- 4481-83 Commendation for Eugene Anderson, Senior Mechanical Engineer, San Francisco Fire Department. (Calendar Item No. 8)
- Action: Approve.
- 4482-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 7)
- Oral Authorization Numbers: 7577-7694
- Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents)
- 4485-83 Designated Bilingual positions at San Francisco General Hospital. (Calendar Item No. 14A)
- Action: Over to the meeting of June 6, 1983 (Special Order of Business at 5:30 P.M.).

General Manager's Report. (Calendar Item No. 10)

Commissioners' New Business. (Calendar Item No. 11)

Action: The secretary to have the transcript of the matter depicted by Mr. Leong prepared and forward this to the San Francisco Police Commission with a request that an investigation be conducted and that a report to the Commission be prepared for calendaring at the next meeting, June 6, 1983.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 16, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Nona Bishop, 8304 Deputy Sheriff, 83/E-10, Sheriff's Department, Prisoner Custody Division, 4/26/83. (Calendar Item No. 27) (4)

Action: Over to the meeting of June 6, 1983 at the request of Ms. Bishop's attorney.

P. Thomas Cady, Q-2 Police Officer, 237/E-93, San Francisco Police Department, Field Operations Division, 12/15/81. (Calendar Item No. 19) (6)

December 6, 1982: Off calendar.

January 18, 1982: Over to the meeting of February 1, 1982.

February 1, 1982: Off calendar. To remain under waiver of all employment pending final determination by the Civil Service Commission. Mr. Cady to notify the Assistant Secretary when prepared to proceed.

April 18, 1983: Over to the meeting of May 2, 1983. Eligible for other City and County employment pending final determination of future employability.

May 2, 1983: Over to the meeting of May 16, 1983.

Action: Off calendar.

Ronald Chism, 2310 Operating Room Technician, 14/E-6, Department of Public Health, San Francisco General Hospital Medical Center, 3/30/83. (Calendar Item No. 21) (3)

May 2, 1983: Over to the meeting of May 16, 1983 at Mr. Chism's request.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

James W. Dawson, 9163 Transit Operator, 48/E-106, Public Utilities Commission, San Francisco Municipal Railway, 3/31/83. (Calendar Item No. 23) (7)

May 2, 1983: Over to the meeting of May 16, 1983 at Mr. Dawson's request.

Action: No future employment as a Transit Operator.

Billy E. Garrett, H-2 Firefighter, 392/E-25, San Francisco Fire Department, Engine 16 Division, 9/8/82. (Calendar Item No. 22) (7)

April 4, 1983: Over to the meeting of May 16, 1983 at request of Mr. Garrett's attorney.

Action: No restriction on future employment. (Vote of 3 to 1: Commissioner Powell dissents)

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75. (Calendar Item No. 9) (4)

June 21, 1982: Over to the first meeting of September at the request of his attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at the request of his attorney.

October 4, 1982: Over to the meeting of October 18, 1982 at the request of his attorney.

October 18, 1982: Over to the meeting of November 1, 1982 due to lack of quorum.

November 1, 1982: Return name to list.

Action: Over to the meeting of June 6, 1983 at the request of his attorney.

Valerie Lynch, 8304 Deputy Sheriff, 124/E-10, Sheriff's Department, Prisoner Custody Division, 4/8/83. (Calendar Item No. 26) (4)

May 2, 1983: Over to the meeting of May 16, 1983 at Ms. Lynch's request.

Action: Over to the meeting of June 6, 1983 at the Department's request.

James Percy, 8204 Institutional Police Officer, LT, Department of Public Health, San Francisco General Hospital Medical Center, 5/3/83. (Calendar Item No. 25) (1)

Action: Approve. No future employment with the City and County of San Francisco. (Commissioner Salomon abstained with the approval of the other Commissioners)

Michael Scott, 9210 Airport Police Officer, 91/E-8, Airports Commission, 4/15/83. (Calendar Item No. 29) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Chester Smith, 2615 School Lunchroom Helper, 11/E-10, San Francisco Unified School District, Food Services Division, 2/24/83.
(Calendar Item No. 20) (3)

March 21, 1983: Over to the meeting of April 4, 1983.
Department to contact employee's
physician to clarify medical record.

April 4, 1983: Over to the meeting of April 18, 1983
at request of the Department.

April 18, 1983: Over to the meeting of May 2, 1983 at
request of Department.

May 2, 1983: Over to the meeting of May 16, 1983 at
Mr. Smith's request.

Action: Off calendar (Automatic resignation rescinded).

Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1,
Public Utilities Commission, San Francisco Municipal Railway, 4/11/83.
(Calendar Item No. 24) (5)

Action: Over to the meeting of June 6, 1983 at request of
Public Utilities Commission.

Robert Van Koll, Q-2 Police Officer, 191/E-96, San Francisco Police
Department, Support Services Bureau, 4/25/83. (Calendar Item No. 28) (6)

Action: No restriction on future employment.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 6, 1983

DOCUMENTS DEPT.

PART I - 2:00 P.M.

JUN 15 1983

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Texidor del Portillo
Commissioner Lee
Commissioner Gloyd (Items Missed: Items 23 and 24)
Commissioner Salomon (Items Missed: Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10,
11 and 12)

Excused: Commissioner Powell
Commissioner Lee presided

MINUTES: Regular Meeting of May 16, 1983

Action: Approve.

ELECTION OF OFFICERS: (Calendar Item No. 3)

Action: Commissioner Lee elected President and Commissioner
Gloyd elected Vice President for terms of office
which expire on May 31, 1984.

CLASSIFICATION MATTERS

1081-83 Status rights to Class 1930 Warehouse Worker for successful candidates
resulting from the current examination for Class 7550 School Furniture
Service Worker. (Calendar Item No. 17)

Action: Grant status rights for Class 1930 to eligibles resulting
from the examination for Class 7550 announced on April
15, 1983.

1105-83 Survey of positions in the General Assistance Program, Department of
Social Services. (Calendar Item No. 16)

May 2, 1983: Over to the meeting of May 16, 1983 to
permit Local 535 to review proposal.

May 16, 1983: Over to the meeting of June 6, 1983.

Action: Adopt staff report.

1. Reclassify 26 positions in Class 2910 Social Worker
(Sch. 42.4 \$738B891, 1605M1938) to Class 2905 Senior
Eligibility Worker (Sch. 39.8 \$652B788, 1418M1714)
when the incumbents will not be adversely affected.
2. Reclassify 16 positions in Class 2912 Senior Social
Worker (Sch. 43.9 \$792B956, 1723M2079) to Class 2905
Senior Eligibility Worker (Sch. 39.8 \$652B788, 1418M
1714), when the incumbents will not be adversely affected.
3. Reclassify 9 positions in Class 2914 Social Work
Supervisor (sch. 46.9 \$912B1104, 1984M2401) to Class
2907 Eligibility Worker Supervisor (Sch. 42.6 \$745B899,
1620M1955) when the incumbents will not be adversely
affected.
4. Amend Annual Salary Ordinance Section 45/450000/01001
to reflect these actions.

CLASSIFICATION MATTERS (cont)

1105-83
(CONT)

5. Advise the Department of Social Services to submit a supplemental appropriation request.
6. The General Manager, Personnel directed to investigate and to report back to the Commission on the complaint of Roger Varela that he is working out of class.

1151-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
449-82/83	Commission on Aging	A.B.L.E. (Action for Better Living for Elders)
450-82/83	Commission on Aging	Asian Law Caucus
451-82/83	Commission on Aging	Bayview Hunter's Point Senior Center
452-82/83	Commission on Aging	Bernal Heights Community Foundation
453-82/83	Commission on Aging	Canon Kip Community House, Inc.
454-82/83	Commission on Aging	Catholic Social Services
455-82/83	Commission on Aging	Church of the Advent
456-82/83	Commission on Aging	Family Service Agency
457-82/83	Commission on Aging	Filipino American Council
458-82/83	Commission on Aging	Golden Gate Senior Services
459-82/83	Commission on Aging	Kimochi, Inc.
460-82/83	Commission on Aging	Korean Community Services Center
461-82/83	Commission on Aging	Laguna Honda Hospital
462-82/83	Commission on Aging	Legal Assistance to the Elderly
463-82/83	Commission on Aging	Los Mayores De Centro Latino
464-82/83	Commission on Aging	Meals on Wheels
465-82/83	Commission on Aging	Mission Community Legal Defense
466-82/83	Commission on Aging	Mission Neighborhood Centers
467-82/83	Commission on Aging	Mt. Zion Hospital Geriatric Services
468-82/83	Commission on Aging	Native American Indian Senior Center
469-82/83	Commission on Aging	North of Market Health Council
470-82/83	Commission on Aging	OMI Community Association, Inc.
471-82/83	Commission on Aging	Operation Concern/Pacific Medical Center
472-82/83	Commission on Aging	Pleasure Endeavors Projects, Inc.
473-82/83	Commission on Aging	Reality House West
474-82/83	Commission on Aging	Russian American Community Services
475-82/83	Commission on Aging	Recreation Center for the Handi-capped

CLASSIFICATION MATTERS (cont)

<u>1151-83</u> <u>(CONT)</u>	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	476-82/83	Commission on Aging	The Salvation Army
	477-82/83	Commission on Aging	S.F. Council of Churches
	478-82/83	Commission on Aging	S.F. Senior Center-Downtown Branch
	479-82/83	Commission on Aging	S.F. Home Health Services
	480-82/83	Commission on Aging	Self Help for the Elderly
	481-82/83	Commission on Aging	Senior Resources, Inc.
	482-82/83	Commission on Aging	Services for Seniors
	483-82/83	Commission on Aging	S.F. Suicide Prevention, Inc.
	484-82/83	Commission on Aging	Support Services for Elders
	485-82/83	Commission on Aging	Third Baptist Church
	486-82/83	Commission on Aging	United Jewish Community Centers
	487-82/83	Commission on Aging	Visitation Valley Community Center, Inc.
	488-82/83	Commission on Aging	Western Addition Senior Citizens Service Center
	489-82/83	Commission on Aging	Westside Community Mental Health Center
	490-82/83	Commission on Aging	YMCA of San Francisco
	491-82/83	Commission on Aging	YMCA of San Francisco
	Action: Adopt staff report; notify the offices of the Controller and the Purchaser.		

1152-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
492-82/83	Public Health	Jerome Motto, M.D.
493-82/83	Public Health	Instituto Familiar de la Raza, Inc.
494-82/83	Public Health	Volunteer Bureau
495-82/83	Public Health	Patients' Rights Advocacy Services, Inc.
496-82/83	Public Health	Surf Pharmacy
497-82/83	Public Health	Vaupen's Pharmacy
498-82/83	Public Health	Bowerman's Pharmacy
499-82/83	Public Health	Bayview Hunter's Point Foundation Mental Health Service
500-82/83	Public Health	Youth Projects, Inc.
501-82/83	Public Health	Children's Hospital, Children's Day Treatment, Mary Anne O'Halloran
502-82/83	Public Health	Westside Community Mental Health Center, Inc.

CLASSIFICATION MATTERS (cont)

1152-83 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	503-82/83	Public Health	Conrad House
	504-82/83	Public Health	Arthur Hauk, Langley Porter Hospital & Clinics
	505-82/83	Public Health	Richmond Area Multi-Services, Inc.
	506-82/83	Public Health	Baker Places, Inc.
	507-82/83	Public Health	Southeast Mental Health Center
	508-82/83	Public Health	District IV Citizens Advisory Board for Mental Health
	509-82/83	Public Health	C.A.B. District V/Health & Mental Health Services
	510-82/83	Public Health	Unitarian Universalist Service Committee
	511-82/83	Public Health	Obeca/Arriba Juntos
	512-82/83	Public Health	S.F. Medical Center Outpatient Improvement Programs, Inc.
	513-82/83	Public Health	Progress Foundation
	514-82/83	Public Health	MSC Psychiatric Services Corp.
	515-82/83	Public Health	Roland Po S. Wong, Chinese Newcomers Service Center
	516-82/83	Public Health	Comprehensive Child Crisis Service, Children's Hospital
	517-82/83	Public Health	Edgewood Children's Center/Lucinda Weeks
	518-82/83	Public Health	Richard Park - Travelers Aid
	519-82/83	Public Health	S.F. Mental Health Education Funds, Inc.
	520-82/83	Public Health	Pacific Mental Health Services
	521-82/83	Public Health	Oakes Children's Center
	522-82/83	Public Health	Operation Concern
	523-82/83	Public Health	Adolescent Day Treatment Center, Children's Hospital
	524-82/83	Public Health	St. Mary's Hospital & Medical Center, McAuley Institute
	525-82/83	Public Health	Regents of the University of California, Center on Deafness
	526-82/83	Public Health	Efficient Medical Transportation
	527-82/83	Public Health	S.F. Council of Churches
	528-82/83	Public Health	University of California San Francisco Department of Psychiatry Evaluation Services
	529-82/83	Public Health	Family Service Agency of San Francisco
	530-82/83	Public Health	Youth Projects, Inc.

CLASSIFICATION MATTERS (cont)

1152-83 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	531-82/83	Public Health	S.F. Suicide Prevention, Inc.
	532-82/83	Public Health	Walden House, Inc.
	533-82/83	Public Health	Westside Community Mental Health Center
	534-82/83	Public Health	Advisory Committee on Drug Abuse
	535-82/83	Public Health	Bay Area Addiction Research & Treatment, Inc.
	536-82/83	Public Health	Bayview Hunter's Point Foundation for Community Improvement (Bayview Methadone Treatment)
	537-82/83	Public Health	California Detoxification Programs, Inc.
	538-82/83	Public Health	Center for Education & Mental Health (Iris Project)
	539-82/83	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
	540-82/83	Public Health	North of Market Senior Health Council, Inc.
	541-82/83	Public Health	Saint Vincent de Paul-District Council of S.F., Ozanam Reception Center
	542-82/83	Public Health	Women's Alcohol Coalition
	543-82/83	Public Health	National Council on Alcoholism-Bay Area
	544-82/83	Public Health	California Alcoholism Treatment Services (Golden Gate for Seniors)
	545-82/83	Public Health	California Alcoholism Treatment Services (Redwood Recovery Center)
	546-82/83	Public Health	California Alcoholism Treatment Services (Mobile Assistance Patrol)
	547-82/83	Public Health	Pride Foundation-Eighteenth Street Services
	548-82/83	Public Health	Pride Foundation (Acceptance House)
	549-82/83	Public Health	Henry Ohlhoff House
	550-82/83	Public Health	Liberation House, Inc.
	551-82/83	Public Health	Salvation Army Harbor Light Services-Harbor Light Recovery Home for Women
	552-82/83	Public Health	Salvation Army Harbor Light Services, Bridgeway Project
	553-82/83	Public Health	Salvation Army Harbor Light Services (Detox Units)
	554-82/83	Public Health	Bayview-Hunter's Point Foundation for Community Improvement (Center for Problem Drinkers)

CLASSIFICATION MATTERS (cont)

1152-83	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	555-82/83	Public Health	Project Title XVI, Inc.
	556-82/83	Public Health	S.F. Council of Churches

Action: Adopt staff report; notify the offices of the
Controller and the Purchaser.

1153-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
557-82/83	Chief Administrative Officer	Edgar, Dunn & Co., Inc.
558-82/83	Chief Administrative Officer	Deloitte Haskins & Sells
559-82/83	Chief Administrative Officer	Morrison & Foerster
560-82/83	Mayor's Office	Thomas J. Debrauske
561-82/83	Mayor's Office	Michael Kantor
562-82/83	Mayor's Office	Tom Romero
563-82/83	Parking Authority	DKS Associates
564-82/83	Parking Authority	Transpacific Engineering, Inc.
565-82/83	Public Works-Clean Water	Hydroconsult Engineers
566-82/83	Public Works	Touche Ross & Co.
567-82/83	Public Works	Dr. John E. Westfall
568-82/83	Public Works	American Society for Testing & Materials
569-82/83	Public Works	The Twining Laboratories, Inc.
570-82/83	D.A., Family Support Bureau	Hastings Law College
571-82/83	Sheriff Department	University of California, Berkeley
572-82/83	Public Utilities Commission	Parson, Brinckerhoff Quade & Douglas
573-82/83	Public Utilities Commission	California Medivan
574-82/83	Public Utilities Commission	Delancey Street Foundation
575-82/83	Public Utilities Commission	Touche Ross
576-82/83	Public Utilities Commission	Video Works
577-82/83	Airports Commission	The Parry Company
578-82/83	Public Health	Ricardo F. Munoz, Ph.D.
579-82/83	Public Health	Dr. Don Cohon
580-82/83	Public Health	Crestwood Manor-Vallejo

1153-83
(CONT)

CLASSIFICATION MATTERS (cont)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
581-82/83	Public Health	Crestwood Manor-San Jose
582-82/83	Public Health	El Dorado Guidance Center
583-82/83	Public Health	Cordilleras Center
584-82/83	Public Health	Cordilleras Center
585-82/83	Public Health	Superior Business Services
586-82/83	Public Health	Marshall and Stevens
587-82/83	Public Health	Ramsell Corporation
588-82/83	Public Health	Ramsell Corporation
589-82/83	Public Health	Mt. Zion Hospital & Medical Center
590-82/83	Public Health	Family Service Agency of S.F.
591-82/83	Public Health	Regents, University of California S.F./S.F.G.H.
592-82/83	Public Health	Northeast Medical Services
593-82/83	Public Health	Mission Area Health Associates, Inc.
594-82/83	Public Health	S.F. Medical Center Outpatient Improvement Programs, Inc.
595-82/83	Public Health	Dave Lindeman, MSW
596-82/83	Public Health	Mt. Zion Hospital, Geriatric Services
597-82/83	Public Health	Mt. Zion Hospital, Geriatric Services

Action: Adopt staff report; notify the offices of the
Controller and the Purchaser.

1156-83

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 7)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
598-82/83	S.F. Fire Department	PSW3, Inc.

Action: Adopt staff report; notify the offices of the
Controller and the Purchaser.

COMPENSATION MATTERS

2155-83

Requests for appointment above the entrance rate for various employees.
(Calendar Item No. 8)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Bruce Blumberg 8176 Trial Attorney	Public Defender	3	3

COMPENSATION MATTERS (cont)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Tina Owens 1446 Senior Clerk Stenographer	Airports Commission	5	5
Mark Lee 7409 Electrical Transit Service Worker	Public Utilities Commission	5	5
Jayne E. Springer 8238 Police Communications Dispatcher	S.F. Police Department	5	5
Bonnie Brill 2558 Senior Physical Therapist	Public Health	3	3
Melvin Perkins 2782 Laundry Superintendent	Public Health	3	3
Hugh Donohoe 8176 Trial Attorney	District Attorney	5	5
Louis Lipset 8176 Trial Attorney	District Attorney	5	5
Bipinchandra Shelat 1446 Senior Clerk Stenographer	Public Utilities Commission	3	3

Action: Adopt staff report.

2159-83

Request for approval of other than normal work schedule, Fire Department.
(Calendar Item No. 11)

Action: Adopt staff report; approve request; notify the San Francisco Fire Department.

EXAMINATION MATTERS

3070-83

Special Report - Class Q-2 Police Officer - (Richard J. Postell)
(Calendar Item No. 19)

March 7, 1983: Over to the meeting of March 21, 1983 at his request.

March 21, 1983: Over to the meeting of April 18, 1983 at Mr. Postell's request.

April 18, 1983: Over to the meeting of May 16, 1983 at Mr. Postell's request.

May 16, 1983: Over to the meeting of June 6, 1983 at Mr. Postell's request. (This request was granted with the stipulation that this was the last continuance).

Action: Over to the meeting of June 20, 1983 by Commission action.

3107-83

Review of certain examination items in the Class 1528 Administrative Secretary examination. (Calendar Item No. 21)

Action: Over to the meeting of June 20, 1983 by Commission action.

EXAMINATION MATTERS (cont)

3226-83 Inclusion of psychological assessment procedure as component of medical examination for Q-2 Police Officer. (Calendar Item No. 20)

May 16, 1983: Over to the meeting of June 6, 1983.

Action: Over to the meeting of June 20, 1983 by
Commission action.

3280-83 Recommendation of the Fire Commission on the types of tests to be used for the examinations for Class H-4, H-6, H-20 and H-30. (Calendar Item No. 22)

Action: Off calendar on the advice of the City Attorney.

3286-83 Special Report - Class Q-2 Police Officer - (Juanita A. Stockwell) (Calendar Item No. 23A)

Action: Grant appeal. Find Juanita Stockwell qualified as to background in this examination for Class Q-2 Police Officer.

IN-SERVICE MATTERS

4485-83 Designated Bilingual positions at San Francisco General Hospital. (Calendar Item No. 23)

May 16, 1983: Over to the meeting of June 6, 1983.

Action: The Commission directed that a person not involved in the translator/interpreter program or in a bi-lingual position conduct an audit over the next 2 to 3 months to compile an accurate assessment of the bi-lingual needs at San Francisco General Hospital. This assessment to include the classes, number of positions, and estimated cost. Report of this audit to be on calendar by second meeting in September.

4511-83 Request to extend the expiration date of Civil Service Commission Rule 32 - Lay-off and Involuntary Leave, Section 32.12 - Lay-off of Limited Tenure Appointees in the Mayor's Office of Employment and Training, from June 30, 1983 to December 31, 1983. (Calendar Item No. 9)

Action: Approve.

4512-83 Request for clarification of Civil Service Commission action of May 16, 1983: Appeal of Discrimination Complaint Hearing Panel decision in the P. Thomas Cady discrimination complaint. (Calendar Item No. 18)

February 22, 1983: Over to the meeting of March 21, 1983.
Both Mr. Cady and the San Francisco Police Department to prepare written presentations and submit to the Assistant Secretary no later than 5:00 P.M. on March 14, 1983.

March 21, 1983: Over to the meeting of April 4, 1983 at request of Mr. Cady's attorney.

IN-SERVICE MATTERS (cont)

- 4512-83 (CONT) April 4, 1983: Commissioner Salomon appointed a Committee of One to review record including additional submissions of both parties and to make a recommendation to the full Commission at the meeting of April 18, 1983.
- April 18, 1983: Over to the meeting of May 2, 1983 due to Commissioner Salomon's absence.
- May 2, 1983: Over to the meeting of May 16, 1983. The Commission stipulated (1) that no further continuances would be permitted and (2) discussion on May 16, 1983 would be restricted to the Field Training scores.
- May 16, 1983: Disapprove decision of the Discrimination Complaint Hearing Panel. Grant appeal; reinstate P. Thomas Cady to the San Francisco Police Department as a Class Q-2 Police Officer. Mr. Cady to be included in the next academy class.
- Action: Over to the meeting of June 20, 1983 at the request of the San Francisco Police Department.
- 4525-83 Request for extension of holdover rights for four (4) employees in Class 7355 Truck Driver. (Calendar Item No. 12)
- Action: Adopt staff report; extend the temporary holdover rights of Louis Pappas, Catherine Koche, James Sullivan, Jr. and Roy Ray in Class 7355 Truck Driver.
- 4551-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 10)
- Oral Authorization Numbers: 7695-7849
- Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents).
- General Manager's Report. (Calendar Item No. 14)
- Action: The General Manager directed to provide the Commission at each meeting with (1) a listing of all significant meetings held, who was in attendance and any actions taken; and (2) a list of any significant meetings projected for the period until the next meeting.
- Commissioners' New Business. (Calendar Item No. 15)
- Action: The Commission directed that a letter of commendation be sent to the YWCA in appreciation of their training of women for the Class H-2 Firefighter examination.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 6, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Julia M. Aries, 2586 Health Worker II, 4/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 3/18/83.
(Calendar Item No. 27) (3)

April 18, 1983: Over to the meeting of May 2, 1983 at request of Local 390/400.

May 2, 1983: Off calendar.

Action: Off calendar at the request of the Department.

Nona Bishop, 8304 Deputy Sheriff, 83/E-10, Sheriff's Department, Prisoner Custody Division, 4/26/83. (Calendar Item No. 32) (4)

May 16, 1983: Over to the meeting of June 6, 1983 at the request of Ms. Bishop's attorney.

Action: Over to the meeting of August 15, 1983 at the request of the Sheriff's Department.

James H. Boone, 9163 Transit Operator, 548/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/21/83.
(Calendar Item No. 39) (7)

Action: No future employment as a Transit Operator.

Sandra Campbell, 1444 Clerk Stenographer, 7/CPE-1, Airports Commission, 5/13/83. (Calendar Item No. 33) (4)

Action: Over to the meeting of June 20, 1983 at Ms. Campbell's request.

Christina Cardoza, 2708 Custodian, LT, San Francisco Unified School District, Custodial Division, 11/20/82. (Calendar Item No. 30) (1)

Action: Over to the meeting of August 15, 1983 at request of Ms. Cardoza's attorney.

Michel A. Dahlstrom, Q-2 Police Officer, 90/E-96, San Francisco Police Department, Northern Station, 4/28/83. (Calendar Item No. 46) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Philip Davis, Q-2 Police Officer, 162/E-93, San Francisco Police Department, Garage Division, 4/25/83. (Calendar Item No. 47) (6)

Action: Future employment in Class Q-2 Police Officer subject to the review and approval of the General Manager, Personnel following one year satisfactory work experience.

William E. Eagleton, 1404 Clerk, 63/CPE-1, Controller Office, EDP Division, 5/16/83. (Calendar Item No. 28) (2)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Controller's Office.

Ava J. Garrick, Q-2 Police Officer, 153/E-97, San Francisco Police Department, Communications Division, 4/27/83. (Calendar Item No. 48) (6)

Action: Future employment in Class Q-2 Police Officer subject to the review and approval of the General Manager, Personnel after production of evidence of satisfactory participation in an acceptable driver training program.

Daniel I. Higgins, 7328 Operating Engineer-Universal, 6/E-3, Public Utilities Commission, San Francisco Water Department, Alameda Division, 5/2/83. (Calendar Item No. 36) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75. (Calendar Item No. 13) (4)

June 21, 1982: Over to the first meeting of September at the request of his attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at the request of his attorney.

October 4, 1982: Over to the meeting of October 18, 1982 at the request of his attorney.

October 18, 1982: Over to the meeting of November 1, 1982 due to lack of quorum.

November 1, 1982: Return name to list.

May 16, 1983: Over to the meeting of June 6, 1983 at the request of his attorney.

Action: Over to the first meeting in September.

Wilbert M. Kesselly, 4202 Assessment Clerk, LT, Assessor's Office, Technical Services Division, 5/10/83. (Calendar Item No. 42) (6)

Action: Over to the meeting of June 20, 1983 at request of Assessor's Office. (Special Order of Business at 2:00 P.M.).

Louis C. Langston, 9736 Staff Assistant II, LT, San Francisco Police Department, Crime Prevention & Education Division, 5/6/83. (Calendar Item No. 45) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Valerie Lynch, 8304 Deputy Sheriff, 124/E-10, Sheriff's Department, Prisoner Custody Division, 4/8/83. (Calendar Item No. 32) (4)

May 2, 1983: Over to the meeting of May 16, 1983 at Ms. Lynch's request.

May 16, 1983: Over to the meeting of June 6, 1983 at the Department's request.

Action: Over to the meeting of August 1, 1983 at the request of Ms. Lynch's attorney.

Waiden G. Mar, Q-2 Police Officer, 152/E-94, San Francisco Police Department, Photo Laboratory Division, 5/2/83. (Calendar Item No. 49) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Sandy Owyang, 1424 Clerk Typist, 1/E-26, San Francisco Community College District, 5/24/83. (Calendar Item No. 43) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Community College District.

Norman A. Pedersen, 7338 Electrical Line Worker, 4/E-9, Public Utilities Commission, Hetch Hetchy Water & Power, Transit Power Division, 4/15/83. (Calendar Item No. 37) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Patricia R. Robb, Q-2 Police Officer, 4/E-97, San Francisco Police Department, Central Station, 5/17/83. (Calendar Item No. 50) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Stanley Roberson, 9163 Transit Operator, 1413/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/21/83. (Calendar Item No. 40) (7)

Action: Over to the meeting of June 20, 1983 at Mr. Roberson's request.

Marcos Rodriguez, 2806 Disease Control Investigator, 8/E-9, Department of Public Health, Community Public Health Services, 1/6/83. (Calendar Item No. 41) (6)

April 18, 1983: Over to the meeting of June 6, 1983 at Mr. Rodriguez's request.

Action: Over to the meeting of July 5, 1983 at Mr. Rodriguez's request.

Paul E. Scott, Q-2 Police Officer, 29/E-93, San Francisco Police Department, Investigations Division, 5/12/83. (Calendar Item No. 51) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Donald Shem, 3302 Vendor, LT, Recreation and Park Department, 4/28/83. (Calendar Item No. 29) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

Clinton Sinegal, 2708 Custodian, 76/E-54, San Francisco Unified School District, Custodial Division, 4/27/83. (Calendar Item No. 44) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Douglas R. Spencer, 7379 Electrical Transit Mechanic, 61/P-4, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 4/25/83. (Calendar Item No. 38) (7)

Action: Over to the meeting of July 5, 1983 at Mr. Spencer's request.

Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/83. (Calendar Item No. 25) (5)

May 16, 1983: Over to the meeting of June 6, 1983 at request of Public Utilities Commission.

Action: Over to the meeting of June 20, 1983 at Mr. Sun's request.

Betty Warren, 1424 Clerk Typist, 105/CPE-1, Department of Public Health, Laguna Honda Hospital, 5/13/83. (Calendar Item No. 34) (7)

Action: Over to the meeting of June 20, 1983 at Ms. Warren's request.

Sheilah Williams, 1424 Clerk Typist, 20/CPE-5, Department of Public Health, Community Mental Health Services/SEMHC, 5/20/83. (Calendar Item No. 35) (7)

Action: Over to the meeting of June 20, 1983 at Ms. Williams's request.

Sylvia J. Williams, 9163 Transit Operator, 912/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/31/83. (Calendar Item No. 26) (3)

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 20, 1983

PART I - 2:00 P.M.

DOCUMENTS DEPT.

JUN 30 1983

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Powell (Items Missed: Items 20, 24, 25, 32, 35, 38, 41, 42 & 44)
Commissioner Salomon
Commissioner Texidor del Portillo

Commissioner Lee presided

MINUTES: Regular Meeting of June 6, 1983

Action: Approve as amended.

CLASSIFICATION MATTERS

1061-83 Reconsideration of Civil Service Commission action of May 16, 1983
(Commissioners Gloyd, Powell and Salomon):
Establishment of a new classification of 8280 Environmental Control
Officer in the San Francisco Police Department. (Calendar Item No. 21)

May 16, 1983: Deny staff report.

Action: Over to the meeting of July 5, 1983 at request
of Local 390/400.

1177-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
599-82/83	Mayor's Office, Criminal Justice	Morrisania West; Maurice James
600-82/83	Mayor's Office, Criminal Justice	Central City Hospitality House
601-82/83	Mayor's Office, Criminal Justice	Catholic Social Services
602-82/83	Mayor's Office, Criminal Justice	Community Streetwork Center
603-82/83	Mayor's Office, Criminal Justice	Chinatown Youth Center
604-82/83	Mayor's Office, Criminal Justice	S.F. Educational Services
605-82/83	Mayor's Office, Criminal Justice	Legal Services for Children
606-82/83	Public Works-Clean Water	Aelytec, Inc.
607-82/83	Public Works-Clean Water	CH2M-Hill, Inc.
608-82/83	Coroner	Donna J. Allison, Ph.D.
609-82/83	Public Health	S.F. Peer Review Organization

CLASSIFICATION MATTERS (cont)

1177-83 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	610-82/83	Public Health	Ralph K. Davies Medical Center
	611-82/83	Public Health	Mt. Zion Hospital
	612-82/83	Public Health	University of California
	613-82/83	Public Health	Lynette Taylor
	614-82/83	Public Health	James D. Vorrises, SFGH
	615-82/83	Public Health	John Romero Dental Laboratory
	616-82/83	Public Health	Trauma Center Foundation
	617-82/83	Public Health	Planned Parenthood-Alameda/SF
	618-82/83	Public Health	Poolman, Shih & Platton, Inc.
	619-82/83	Public Health	Asian Women's Health Center
	620-82/83	Public Health	S.F. Mental Health Funds, Inc. City-Wide Alcoholism Advisory Board
	621-82/83	Retirement System	Wells Fargo Guard Services
	622-82/83	Retirement System	Alexander & Alexander
	623-82/83	Retirement System	Warren, McVeich, Griffin & Savage, Inc.
	624-82/83	Retirement System	St. Francis Memorial Hospital
	625-82/83	MOET	Michael Howe
	626-82/83	Civil Service Commission	Robert F. Hick, Ph.D.
	627-82/83	Public Works	Daniel Solomon & Associates
	628-82/83	Public Works	Rajinder Jandu, Hayakawa & Associates Consulting Engineers
	629-82/83	Controller	Bruce Huston-Huston Systems Services
	630-82/83	Controller	Ron Ho Associates
	631-82/83	Controller	L. Ferris Systems
	632-82/83	Controller	The Ledger Domain
	633-82/83	Controller	Acrodata Corporation
	634-82/83	Controller	Weber and Weber
	635-82/83	Controller	PSW3, Inc.
	636-82/83	Controller	Medical Information Associates
	637-82/83	Controller	Systems Management Facilities
	638-82/83	Controller	West Marin Associates
	639-82/83	Controller	Computer Synergy Incorporated
	640-82/83	Controller	RJ Systems
	641-82/83	Controller	DASD Corporation
	642-82/83	Controller	John Krise
	643-82/83	Controller	Advanced Ventures, Inc.

CLASSIFICATION MATTERS (cont)

1177-83 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	644-82/83	Controller	Gentry, Inc.
	645-82/83	Controller	Corrine Hagan
	646-82/83	Controller	Berkeley Software
	647-82/83	Public Health	Visiting Nurse Association
	648-82/83	Public Health	Poolman, Shih, Platton & Associates
	649-82/83	Public Works	William S. Kaplan
	650-82/83	Controller	DeWolf Consulting Services, Inc.
	651-82/83	Controller	Owens Information Systems, Inc.
	652-82/83	Public Utilities Commission	Mark Hofstadter
	653-82/83	Public Utilities Commission	Yellow Cab Cooperative; Luxor Cab Company; City Cab; Veterans Cab
	654-82/83	Controller	Peter Russell dba Russell Information Services
	655-82/83	Controller	Precision Writing, Donna Long
	656-82/83	Public Utilities Commission	NDBS, Inc.
	657-82/83	Public Health	Barto Associates, Inc.
	658-82/83	S.F. Port Commission	Towill & Company, Inc.
	659-82/83	Public Works	Westinghouse Electric Corp.
	660-82/83	Public Health	Dictation West, Inc.
	661-82/83	District Attorney	World College West
	662-82/83	Public Health	Bitsmith, Inc.
	663-82/83	Controller	McCaffery Systems
	664-82/83	Public Utilities Commission	Kutak, Rock & Huie

- Action:
1. Contracts 618, 629, 630, 631, 632, 633, 634, 635, 636, 638, 639, 640, 641, 642, 644, 646, 648, 650, 651, 654 and 662-82/83 over to the meeting of July 5, 1983.
 2. Disapprove contracts 627 and 628-82/83.
 3. Approve all others; notify the offices of the Controller and the Purchaser.

1178-83 Classification survey of positions in various City Departments.
(Calendar Item No. 4)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Controller Dept. 09	1	1860 Computer Operations and Support Supervisor	Same - Directs and coordinates the activities of three major production sections of the Controller's EDP, including job scheduling, job set-up, and output control; oversees 17 subordinate employees working multi-shift schedules; establishes controls and priorities.

CLASSIFICATION MATTERS (cont)

1178-83
(CONT)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Board of Permit Appeals Dept. 37	1	1426 Sr. Clerk Typist (Sch. 37.9 \$596B721)	1408 Principal Clerk - Sch. 41.8 \$717B826. Performs difficult and responsible clerical work in connection with the maintenance of depart- mental records & reports; supervises office operations in the absence of the Director.
Public Health 1 Central Office Dept. 83		2589 Health Program Coordinator I (Sch. 46.5 \$895B1083)	Same - Develops and implements on-going training programs for professional and para-pro- fessional staff within the Department of Public Health's Sexual Trauma Services; acts as liaison and/or trainer for community groups, outside agencies, and/or health re- lated agencies such as Health Centers, Mental Health Centers, hospitals, Police Department, etc.; may act for the program director.
Public Health 2 S.F. General Hospital Dept. 86		2910 Social Worker (Sch. 43.1 \$762B920)	Same - Performs disposition & discharge planning for in- patients and outpatients; con- ducts need assessments and provides referral services for patients whose medical conditions do not warrant admission to the hospital.
Public Health 1 S.F. General Hospital Dept. 86		2619 Senior Food Service Supervisor (Sch. 41.6 \$710B858)	Same - Supervises the Diet Laboratory staff of SFGH in distributing, preparing & delivering patient meals; in- spects dietary area & equipment for proper usage; is responsible for first level employee grievances & Disciplinary actions.

Action: Adopt staff report.

1180-83

Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 20)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
665-82/83	Public Health	Center for Human Development
666-82/83	Public Health	Youth Projects, Inc.-Haight Ashbury Clinic
667-82/83	Public Health	Aquarius
668-82/83	Public Utilities Commission	U.S. Human Resources Corp.
669-82/83	Controller	Judy Johnston & Associates
670-82/83	Controller	Frank Champion: Champion Systems Services
671-82/83	Controller	Ralph Jacobson-The Integral Difference

1180-83
(CONT)

CLASSIFICATION MATTERS (cont)

- Action:
1. Approve contracts numbers 669-82/83 and 671-82/83 until eligible list established.
 2. Deny contract 670-82/83.
 3. Contract 667-82/83 over to the meeting of July 5, 1983.
 4. Approve contracts 665-82/83 and 666-82/83.
 5. Approve contract 668-82/83 for a three (3) year period.

COMPENSATION MATTERS

2174-83 Salary step placement in accordance with Memorandum of Understanding (MOU) Between the City and SEIU. (Calendar Item No. 5)

Action: Adopt staff report.

EXAMINATION MATTERS

3070-83 Special Report - Class Q-2 Police Officer - (Richard J. Postell)
(Calendar Item No. 22)

- March 7, 1983: Over to the meeting of March 21, 1983 at his request.
- March 21, 1983: Over to the meeting of April 18, 1983 at Mr. Postell's request.
- April 18, 1983: Over to the meeting of May 16, 1983 at Mr. Postell's request.
- May 16, 1983: Over to the meeting of June 6, 1983 at Mr. Postell's request. (This request was granted with the stipulation that this was the last continuance).
- June 6, 1983: Over to the meeting of June 20, 1983 by Commission action.
- Action: Over to the meeting of July 5, 1983 at Mr. Postell's request.

3107-83 Review of certain examination items in the Class 1528 Administrative Secretary examination. (Calendar Item No. 17)

- June 6, 1983: Over to the meeting of June 20, 1983 by Commission action.
- Action:
- (1) Item Number 3 - allow alternatives 1 (key answer) and 2.
 - (2) Item Number 4 - allow alternatives 2 & 3. (Vote of 3 to 1: Commissioner Lee dissents)
 - (3) Item Number 13 - delete item.

3226-83 Inclusion of psychological assessment procedure as component of medical examination for Q-2 Police Officer. (Calendar Item No. 23)

- May 16, 1983: Over to the meeting of June 6, 1983.
- June 6, 1983: Over to the meeting of June 20, 1983 by Commission action.
- Action: Over to the meeting of July 5, 1983 at request of San Francisco Police Department due to unavailability of Consultant.

EXAMINATION MATTERS (cont)

- 3287-83 Special Report - Class Q-2 Police Officer - (Jose Robles)
(Calendar Item No. 24)
- Action: Sustain decision of the San Francisco Police Department.
(Subsequent to this action it was brought to the attention of the Assistant Secretary that Mr. Robles had not been properly notified of the Civil Service Commission meeting. Consequently, this item will be recalendared on July 5, 1983 for rescission of this action and for a new hearing).
- 3291-83 Review of Accelerated Testing Program. (Calendar Item No. 19)
- Action: Staff directed to proceed with testing in those classes under the Accelerated Testing Program in which there is a ratio of qualified applicants to VACANCIES of 10 to 1 or less. Applicants who did not file in accordance with the terms of the examination announcement are to be rejected without reference to the Civil Service Commission.
- 3294-83 Authorizing the General Manager, Personnel to enter into contracts for the short-term lease of facilities for examination purposes.
(Calendar Item No. 12)
- Action: Authorize the General Manager, Personnel to enter into contractural obligations for the short-term lease of space to be used for examination purposes.
- 3309-83 Clerical Testing - Authority for General Manager, Personnel to enter into leases/contracts/agreements for clerical testing services.
(Calendar Item No. 11)
- Action: Authorize the General Manager, Personnel to enter into agreements necessary to use San Francisco Community College District resources for clerical testing.
- 3310-83 Requests for reconsideration of action by the General Manager, Personnel on protests on the assessment center sections of the examinations for Classes 8314 Chief Deputy Sheriff, 8312 Sheriff's Captain, 8310 Sheriff's Lieutenant and 8308 Sheriff's Sergeant. (Calendar Item No. 25)
- Action: 1. Requests of William Osuna, William Manion and Alvin Wong over to the meeting of July 5, 1983.
2. Deny requests of Larry Littlejohn and David Hurwitz.
3. Post eligible lists for Class 8314 Chief Deputy Sheriff and Class 8312 Sheriff's Captain. Hold one (1) requisition.
- 3316-83 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1983-84. (Calendar Item No. 49)
- Action: Over to the meeting of July 5, 1983.

IN-SERVICE MATTERS

- 4421-83 Proposed amendments to Civil Service Commission Rule 2 - Definitions, Rule 9 - Examinations, and Rule 10 - Eligible Lists, in implementation of the Compliance Agreement with the State Personnel Board. (Calendar Item No. 6)
- May 2, 1983: Post for adoption at the meeting of May 16, 1983.
- May 16, 1983: Over to the meeting of June 20, 1983.
- Action: Off calendar. Proposal withdrawn.
-
- 4512-83 Request for clarification of Civil Service Commission action of May 16, 1983: Appeal of Discrimination Complaint Hearing Panel decision in the P. Thomas Cady discrimination complaint. (Calendar Item No. 18)
- February 22, 1983: Over to the meeting of March 21, 1983. Both Mr. Cady and the San Francisco Police Department to prepare written presentation and submit to the Assistant Secretary no later than 5:00 P.M. on March 14, 1983.
- March 21, 1983: Over to the meeting of April 4, 1983 at request of Mr. Cady's attorney.
- April 4, 1983: Commissioner Salomon appointed a Committee of One to review record including additional submission of both parties and to make a recommendation to the full Commission at the meeting of April 18, 1983.
- April 18, 1983: Over to the meeting of May 2, 1983 due to Commissioner Salomon's absence.
- May 2, 1983: Over to the meeting of May 16, 1983. The Commission stipulated (1) that no further continuances would be permitted and (2) discussion on May 16, 1983 would be restricted to the Field Training scores.
- May 16, 1983: Disapprove decision of the Discrimination Complaint Hearing Panel. Grant appeal; reinstate P. Thomas Cady to the San Francisco Police Department as a Class Q-2 Police Officer. Mr. Cady to be included in the next academy class.
- June 6, 1983: Over to the meeting of June 20, 1983 at the request of the San Francisco Police Department.
- Action: Over to the meeting of July 5, 1983.
-
- 4574-83 Request for extension of holdover rights for employee in Class 7355 Truck Driver. (Calendar Item No. 9)
- Action: Adopt staff report; extend the temporary holdover rights of Russell Fisk in Class 7355 Truck Driver.
-
- 594-83 Extension of Limited Tenure Appointments to September 30, 1983. (Calendar Item No. 8)
- Action: Approve extension of limited tenure appointments of 12 Months or longer to September 30, 1983.

IN-SERVICE MATTERS (cont)

4595-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 13)

Oral Authorization Numbers: 7850-7986

Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents).

4596-83 Request for one additional Designated Bilingual Position.
(Calendar Item No. 10)

Action: Approve.

4597-83 Proposed amendments to Civil Service Commission Rule 2 - Definitions, Rule 9 - Examinations, Rule 10 - Eligible Lists, Rule 12 - Appointment and Validation, and Rule 14 - Part-Time Employment; Proposed deletion of Civil Service Commission Rule 17 - Non-Civil Service or Emergency Appointments and Rule 19 - Limited Tenure Appointment.
(Calendar Item No. 7)

Action: Post for adoption at the meeting of August 1, 1983.
(These proposed amendments are in implementation of the temporary employee Compliance Agreement with the State Personnel Board).

General Manager's Report. (Calendar Item No. 15)

No action taken.

Commissioners' New Business. (Calendar Item No. 16)

No action taken.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 20, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Claude Boutte, 2708 Custodian, 103/E-1, San Francisco Unified School District, Custodial Division, 5/31/83. (Calendar Item No. 34) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Joyce A. Brandon, 7409 Electrical Transit Service Worker, 38/E-7, Public Utilities Commission, San Francisco Municipal Railway, Operators Division, 5/4/83. (Calendar Item No. 45) (6)

Action: Over to the meeting of July 5, 1983 at request of Public Utilities Commission.

Stephen Brown, 2708 Custodian, 82/E-1, San Francisco Unified School District, Custodial Division, 6/10/83. (Calendar Item No. 44) (6)

Action: Off calendar.

Sandra Campbell, 1444 Clerk Stenographer, 7/CPE-1, Airports Commission, 5/13/83. (Calendar Item No. 32) (4)

June 6, 1983: Over to the meeting of June 20, 1983 at Ms. Campbell's request.

Action: Not to be employed again by the Airports Commission.

Patrick Corcoran, 2302 Orderly, 5/E-311, Department of Public Health, Laguna Honda Hospital, 5/22/83. (Calendar Item No. 40) (7)

Action: Over to the meeting of July 5, 1983 at Mr. Corcoran's request.

Claria Maxine Dempsey, 1444 Clerk Stenographer, 1.5/E-245, San Francisco Unified School District, 5/31/83. (Calendar Item No. 43) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

Barry Gibson, 9163 Transit Operator, 650/E-113, Public Utilities Commission, San Francisco Municipal Railway, 5/12/83. (Calendar Item No. 35) (4)

Action: Over to the meeting of July 18, 1983 at request of Transport Workers Union.

Stephen G. Hartney, Q-2 Police Officer, 196/E-95, San Francisco Police Department, Central Station, 6/1/83. (Calendar Item No. 46) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Gary J. Holsher, Q-2 Police Officer, 144/E-96, San Francisco Police Department, Support Services Bureau, 5/23/83. (Calendar Item No. 47) (6)

Action: Future employment in Class Q-2 Police Officer subject to the review and approval of the General Manager, Personnel after one (1) year of satisfactory service in or out of the City and County service.

Eric Horton, 2718 Custodial Assistant Supervisor, 27/CPE-1, Airports Commission, Custodial Division, 5/31/83. (Calendar Item No. 33) (4)

Action: Over to the meeting of July 18, 1983 at the request of the Department.

Wilbert M. Kesselly, 4202 Assessment Clerk, LT, Assessor's Office, Technical Services Division, 5/10/83. (Calendar Item No. 14) (6)

June 6, 1983: Over to the meeting of June 20, 1983 at request of Assessor's Office.

Action: Over to the meeting of July 5, 1983 at Mr. Kesselly's request. (Special Order of Business to be heard at 2:00 P.M.).

William W. Koller, 7372 Stationary Engineer, SP, LT, Department of Public Works, Water Pollution Control Division, 5/6/83. (Calendar Item No. 30) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Randolph Lee, Jr., 9163 Transit Operator, 1356/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/17/83. (Calendar Item No. 42) (7)

Action: Over to the meeting of July 5, 1983. (Special Order of Business to be heard at 2:00 P.M.).

Brian G. Lowe, 9102 Transit Car Cleaner, 19/E-5, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 4/25/83. (Calendar Item No. 28) (3)

Action: Over to the meeting of July 18, 1983 at Mr. Lowe's request.

George Marshall, 2305 Psychiatric Technician, 4/E-3, Department of Public Health, San Francisco General Hospital Medical Center, 5/31/83. (Calendar Item No. 39) (7)

Action: Over to the meeting of July 5, 1983 at request of his attorney.

Willie Lee Morton, 7530 Street Cleaner, 13/E-8, Department of Public Works, Street Cleaning Division, 3/8/83. (Calendar Item No. 36) (7)

April 4, 1983: Off calendar at the request of Local 261. Mr. Morton or his representative to notify the Assistant Secretary when prepared to proceed. To remain under waiver of all employment with the City and County pending final determination by the Civil Service Commission.

Action: Not to be employed again by the Department of Public Works.

Stanley Roberson, 9163 Transit Operator, 1413/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/21/83. (Calendar Item No. 41) (7)

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Roberson's request.

Action: Over to the meeting of July 18, 1983 at Mr. Roberson's request.

Milton G. Singletary, 7530 Street Cleaner, LT, Department of Public Works, Street Cleaning Division, 4/4/83. (Calendar Item No. 29) (1)

May 2, 1983: Over to the meeting of June 20, 1983 at the request of Department of Public Works.

Action: Not to be employed again by the Department of Public Works.

Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/83. (Calendar Item No. 27) (5)

May 16, 1983: Over to the meeting of June 6, 1983 at request of Public Utilities Commission.

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Sun's request.

Action: Over to the meeting of July 18, 1983 at Mr. Sun's request.

Michael D. Tong, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 5/20/83. (Calendar Item No. 31) (1)

Action: Over to the meeting of July 18, 1983 at the request of the Department.

Betty Warren, 1424 Clerk Typist, 105/CPE-1, Department of Public Health, Laguna Honda Hospital, 5/13/83. (Calendar Item No. 38) (7)

June 6, 1983: Over to the meeting of June 20, 1983 at Ms. Warren's request.

Action: Over to the meeting of July 5, 1983. (Special Order of Business to be heard at 2:00 P.M.).

Bobby E. Williams, Q-2 Police Officer, 125/E-94, San Francisco Police Department, Ingleside Station, 5/24/83. (Calendar Item No. 48) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Sheilah Williams, 1424 Clerk Typist, 20/CPE-5, Department of Public Health, Community Mental Health Services/SEMHC, 5/20/83. (Calendar Item No. 37) (7)

June 6, 1983: Over to the meeting of June 20, 1983
at Ms. William's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee
Howard S. Gloyd
Carlota Texidor del Portillo
Genevieve Powell
Darrell J. Salomon

President
Vice President
Commissioner
Commissioner
Commissioner

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JUL 15 1983

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PUBLIC LIBRARY

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

JUNE 23, 1983

4:00 P.M.

ROOM 2C BASEMENT, CITY HALL

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Texidor del Portillo
Excused: Commissioner Powell
Commissioner Salomon
Commissioner Lee presided

3320-83 Appeals of staff decisions on the protests of the key answers in the examinations for Class Q-50 Sergeant and Q-35 Assistant Inspector, San Francisco Police Department. (Calendar Item No. 1)

- Action:
1. Deny recommendation of the Technical Assistance Panel.
 2. Adopt staff recommendation contained in June 17, 1983 staff report as follows:

	<u>MULTIPLE ANSWERS</u>	<u>CHANGES IN KEY</u>	<u>DISCARDED QUESTIONS</u>
<u>Q-50 In-Basket:</u>	2. D or C	20. From C to <u>D</u>	7.
	17. A or D	21. From C to <u>D</u>	14.
	24. B or C		19.
			30.
<u>Q-50 Job Knowledge:</u>	43. A or B	None	46.
	52. C or A		53.
			56.
<u>Q-35 In-Basket:</u>	103. C or D	None	None
	114. A or C		
<u>Q-35 Job Knowledge:</u>	134. A or C	None	146.
	170. A, B, or C		155.
<u>Q-50/Q-35 Combined Sections:</u>			
Reading, Observation and Recall:	218. A or B	None	None
	227. B or C		
Job Knowledge:	243. A or B	284. From B to <u>C</u>	261.
	255. D or A		304.
			265.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 5, 1983

PART I - 2:00 P.M.

Present: Commissioner Lee (Items Missed: Continuances, Minutes, 3, 4,
5, 6, 7, 8 and 9)
Commissioner Gloyd (Items Missed: 23, 26, 39 and 45)
Commissioner Powell (Items Missed: 21, 25, 26, 38, 39, 42,
43 and 45)
Commissioner Salomon (Items Missed: Continuances, Minutes, 3, 4,
5, 6, 7, 8, 9, 10A, 11, 12, 13, 14, 15, 16 and 18)
Commissioner Texidor del Portillo
Commissioner Lee presided

MINUTES: Regular Meeting of June 20, 1983

Action: Approve.

CLASSIFICATION MATTERS

1061-83 Reconsideration of Civil Service Commission action of May 16, 1983
(Commissioners Gloyd, Powell and Salomon):
Establishment of a new classification of 8280 Environmental Control
Officer in the San Francisco Police Department. (Calendar Item No. 17)

May 16, 1983: Deny staff report.

June 20, 1983: Over to the meeting of July 5, 1983 at
request of Local 390/400.

Action: Over to the meeting of July 18, 1983. The General
Manager to consult with the City Attorney to ascertain
whether the rate of pay can be set at a rate less
than the budgeted rate.

1177-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 13)

June 20, 1983: Over to the meeting of July 5, 1983.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
618-82/83	Public Health	Poolman, Shih & Platton, Inc.
629-82/83	Controller	Bruce Huston-Huston Systems Services
630-82/83	Controller	Ron Ho Associates
631-82/83	Controller	L. Ferris Systems
632-82/83	Controller	The Ledger Domain
633-82/83	Controller	Acrodata Corporation
634-82/83	Controller	Weber and Weber
635-82/83	Controller	PSW3, Inc.
636-82/83	Controller	Medical Information Associates
638-82/83	Controller	West Marin Associates
639-82/83	Controller	Computer Synergy Incorporated
640-82/83	Controller	RJ Systems
641-82/83	Controller	DASD Corporation

CLASSIFICATION MATTERS (cont)

1177-83 (CONT)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	642-82/83	Controller	John Krise
	644-82/83	Controller	Gentry, Inc.
	646-82/83	Controller	Berkeley Software
	648-82/83	Public Health	Poolman, Shih, Platton & Associates
	650-82/83	Controller	DeWolf Consulting Services, Inc.
	651-82/83	Controller	Owens Information Systems, Inc.
	654-82/83	Controller	Peter Russell dba Russell Information Services
	662-82/83	Public Health	Bitsmith, Inc.

June 20, 1983: Contracts 618, 629, 630, 631, 632,
633, 634, 635, 636, 640, 641, 642,
644, 646, 648, 650, 651, 654, and
662-82/83 over to the meeting of
July 5, 1983.

- Action: 1. Adopt staff report; approve contracts 618, 629,
630, 631, 632, 633, 634, 635, 639, 640, 641,
642, 644, 646, 648, 651, 654 and 662-82/83;
notify the offices of the Controller and the
Purchaser.
2. Contract 650-82/83 off calendar (withdrawn).

1180-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 14)

June 20, 1983: Over to the meeting of July 5, 1983.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
667-82/83	Public Health	Aquarius

Action: Approve; notify the offices of the Controller
and the Purchaser.

1195-83 Survey of position in Class 2905 Senior Eligibility Worker in the General
Assistance Program, Department of Social Services. (Calendar Item No. 18)

Action: Over to the meeting of July 18, 1983.

1196-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 15)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-83/84	Public Health	Aquarius Public Management

Action: Approve; notify the offices of the Controller
and the Purchaser.

CLASSIFICATION MATTERS (cont)

1197-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
2-83/84	Social Services	Douglas R. Korpi, Ph.D.
3-83/84	Asian Art Museum	Rene-Yvon d'Argence
4-83/84	Airports Commission	S. Iyama & Associates
5-83/84	Public Works-Clean Water	Jordan Associates
6-83/84	Public Works	RIC WIL Inc.
7-83/84	Public Works	Norgaard and Clark, Inc.
8-83/84	Public Works	Ralston & Dwyer Consulting Eng.
9-83/84	Public Works	Robert J. Carlson
10-83/84	Public Works	Treens Commercial Diving Co.
11-83/84	Public Works	Dive-Tech International
12-83/84	Public Works	Pan Marine Constructors, Inc.
13-83/84	Public Works	Jackson-Allied Barnes (MBE)
14-83/84	Public Works	SML Construction & Diving
15-83/84	Public Works	Healey Tibbets Construction Co.
16-83/84	Public Works	Podesta Divers
17-83/84	Public Works	Sea Works Construction
18-83/84	Controller	The Cameron Group, Inc.
19-83/84	Controller	DASD Corporation
20-83/84	Public Health	NSI
21-83/84	Public Health	Hospital Temporaries
22-83/84	Public Health	Shanti Project
23-83/84	Public Health	Shanti Project
24-83/84	Public Health	AIDS/KS Foundation
25-83/84	Public Health	P.S. Overnight Typing Services
26-83/84	Public Health	Smith Kline Laboratories
27-83/84	Public Health	El Dorado Guidance Center
28-83/84	Public Health	Vanguard Health Foundation
29-83/84	Public Health	Arthur Anderson & Company
30-83/84	Public Health	S.F. Senior Center
31-83/84	Public Health	California League for the Handicapped

Action: Adopt staff report; notify the offices of the
 Controller and the Purchaser.

CLASSIFICATION MATTERS (cont)

1198-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 16)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
32-83/84	District Attorney	Community United Against Violence

Action: 1. Approve for Fiscal Year 1983/84 only.

 2. Staff directed to develop a plan so that these positions will be transitioned to the classified Civil Service before the conclusion of Fiscal Year 1983/84; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2179-83 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by "Z" symbol. (Calendar Item No. 5)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees as indicated in the staff report.

2184-83 Requests for supervisory differential adjustments as provided by Section IV.F. of the Salary Standardization Ordinance, 1982-83.
(Calendar Item No. 6)

Action: Adopt staff report; approve supervisory differential adjustments; amend Annual Salary Ordinance accordingly; advise departments to submit supplemental appropriation.

EXAMINATION MATTERS

3070-83 Special Report - Class Q-2 Police Officer - (Richard J. Postell)
(Calendar Item No. 21)

March 7, 1983:	Over to the meeting of March 21, 1983 at his request.
March 21, 1983:	Over to the meeting of April 18, 1983 at Mr. Postell's request.
April 18, 1983:	Over to the meeting of May 16, 1983 at Mr. Postell's request.
May 16, 1983:	Over to the meeting of June 6, 1983 at Mr. Postell's request. (This request was granted with the stipulation that this was the last continuance).
June 6, 1983:	Over to the meeting of June 20, 1983 by Commission action.
June 20, 1983:	Over to the meeting of July 5, 1983 at Mr. Postell's request.

Action: Off calendar until the San Francisco Police Department completes the review of Mr. Postell's personnel file at San Quentin. The San Francisco Police Department to notify the Assistant Secretary when prepared to proceed.

EXAMINATION MATTERS (cont)

3226-83 Inclusion of psychological assessment procedure as component of medical examination for Q-2 Police Officer. (Calendar Item No. 22)

May 16, 1983: Over to the meeting of June 6, 1983.

June 6, 1983: Over to the meeting of June 20, 1983 by Commission action.

June 20, 1983: Over to the meeting of July 5, 1983 at request of San Francisco Police Department due to unavailability of consultant.

Action: Off calendar at the request of the Police Commission.

3287-83 Special Report - Class Q-2 Police Officer - (Jose Robles) (Calendar Item No. 24)

June 20, 1983: Sustain decision of the San Francisco Police Department. (Subsequent to this action it was brought to the attention of the Assistant Secretary that Mr. Robles had not been properly notified of the Civil Service Commission meeting. Consequently, this item will be re-calended on July 5, 1983 for rescission of this action and for a new hearing).

Action: Over to the Special Meeting of August 29, 1983 the request of the San Francisco Police Department.

3291-83 Review of Accelerated Testing Program. (Calendar Item No. 10A)

June 20, 1983: Staff directed to proceed with testing in those classes under the Accelerated Testing Program in which there is a ratio of qualified applicants to vacancies of 10 to 1 or less. Applicants who did not file in accordance with the terms of the examination announcement are to be rejected without reference to the Civil Service Commission.

Action: In those classifications under the Accelerated Examination Program in Appendices A and B in which the qualified applicant pool exceeds a ratio of ten qualified applicants for each available position, the serialization of examinations as provided for on the examination announcements will be effected. The initial examination shall include but not be limited to qualified temporary employees and non-City employees on the basis of the date or time the application was distributed.

3310-83 Requests for reconsideration of action by the General Manager, Personnel on protests on the assessment center sections of the examinations for Classes 8314 Chief Deputy Sheriff, 8312 Sheriff's Captain, 8310 Sheriff's Lieutenant and 8308 Sheriff's Sergeant. (Calendar Item No. 23)

June 20, 1983:

1. Requests of William Osuna, William Manion and Alvin Wong over to the meeting of July 5, 1983.
2. Deny request of Larry Littlejohn and David Hurwitz.
3. Post eligible lists for Class 8314 Chief Deputy Sheriff and Class 8312 Sheriff's Captain. Hold one (1) requisition.

EXAMINATION MATTERS (cont)

- 3310-83 Action: 1. Request of William Manion over to the meeting of July 18, 1983.
2. Deny request of William Osuna.
3. Request of Alvin Wong off calendar (withdrawn).
-
- 3311-83 Special Report - Class Q-2 Police Officer - (Richard Woo).
 (Calendar Item No. 25)
- Action: Over to the Special Meeting of August 29, 1983 at the request of Mr. Woo's attorney.
-
- 3316-83 Selection and adoption of numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for Fiscal Year 1983-84. (Calendar Item No. 45)
- June 20, 1983: Over to the meeting of July 5, 1983.
- Action: The Commission selected and adopted the following numerical listing of the third alternative for breaking tie scores, exclusive of uniformed ranks, for Fiscal Year 1983-84: #1-3; #2-1; #3-7; #4-2; #5-5; #6-6; #7-8; #8-0; #9-4; #10-9.
-
- 3321-83 Appeal of staff's denial of protest of oral examination for Class 2478 Senior Sewage Chemist. (Calendar Item No. 26)
- Action: Over to the meeting of July 18, 1983 due to 2 to 1 vote.

IN-SERVICE MATTERS

- 4512-83 Request for clarification of Civil Service Commission action of May 16, 1983: Appeal of Discrimination Complaint Hearing Panel decision in the P. Thomas Cady discrimination complaint. (Calendar Item No. 19)
- February 22, 1983: Over to the meeting of March 21, 1983. Both Mr. Cady and the San Francisco Police Department to prepare written presentation and submit to the Assistant Secretary no later than 5:00 P.M. on March 14, 1983.
- March 21, 1983: Over to the meeting of April 4, 1983 at request of Mr. Cady's attorney.
- April 4, 1983: Commissioner Salomon appointed a Committee of One to review record including additional submission of both parties and to make a recommendation to the full Commission at the meeting of April 18, 1983.
- April 18, 1983: Over to the meeting of May 2, 1983 due to Commissioner Salomon's absence.
- May 2, 1983: Over to the meeting of May 16, 1983. The Commission stipulated (1) that no further continuances would be permitted and (2) discussion on May 16, 1983 would be restricted to the Field Training scores.
- May 16, 1983: Disapprove decision of the Discrimination Complaint Hearing Panel. Grant appeal; reinstate P. Thomas Cady to the San Francisco Police Department as a Class Q-2 Police Officer. Mr. Cady to be included in the next academy class.

IN-SERVICE MATTERS (cont)

4512-83 June 6, 1983: Over to the meeting of June 20, 1983 at the
(CONT) request of the San Francisco Police Department.

June 20, 1983: Over to the meeting of July 5, 1983.

Action: Off calendar. Mr. Cady to notify the Assistant Secretary when prepared to proceed.

4613-83 Charter amendment (First Draft) amending Section 3.670 thereof, removing the appointment of the Secretary-General Manager of the Retirement System from Civil Service and redefining the terms of office for Mayoral appointees to the Retirement Board. (Calendar Item No. 20)

Action: Notify the Board of Supervisors that the Civil Service Commission does not endorse this proposed Charter amendment. (Vote of 4 to 1: Commissioner Powell dissents).

4621-83 Request for exception to the order of lay-off, Department of Public Health. (Calendar Item No. 4)

Action: Approve.

4647-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 7)

Oral Authorization Numbers: 7987-8164

Action: Approve.

General Manager's Report. (Calendar Item No. 11)

The President to send a letter to the Board of Supervisors reaffirming the Commission's need for all the fiscal resources requested in the Fiscal Year 1983/84 Budget as approved by the Mayor.

Commissioners' New Business. (Calendar Item No. 12)

A. Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

Action: Over to the meeting of July 18, 1983 at the request of the Sheriff.

B. Other new business.

No business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 5, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

James R. Augusta, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 4/15/83. (Calendar Item No. 29) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Jarrel E. Benjamin, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 1/3/83. (Calendar Item No. 30) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Joyce A. Brandon, 7409 Electrical Transit Service Worker, 38/E-7, Public Utilities Commission, San Francisco Municipal Railway, Operators Division, 5/4/83. (Calendar Item No. 38) (6)

June 20, 1983: Over to the meeting of July 5, 1983 at request of Public Utilities Commission.

Action: Off calendar at request of Public Utilities Commission.

Elijah J. Cogmon, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 5/5/82. (Calendar Item No. 31) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Patrick Corcoran, 2302 Orderly, 5/E-311, Department of Public Health, Laguna Honda Hospital, 5/22/83. (Calendar Item No. 44) (7)

June 20, 1983: Over to the meeting of July 5, 1983 at Mr. Corcoran's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Lawrence B. Daniels, 2708 Custodian, 16/E-45, San Francisco Community College District, 5/11/83. (Calendar Item No. 32) (3)

Action: Deny appeal; approve automatic resignation. Not to be employed again by the San Francisco Community College District.

Helen Dinwiddie, 1920 Inventory Clerk, LT, Department of Public Health, San Francisco General Hospital Medical Center, 5/25/83. (Calendar Item No. 40) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

George Donohue, 1426 Senior Clerk Typist, 110/CPE-1, San Francisco Community College District, Instructional Services Division, 5/30/83. (Calendar Item No. 28) (5)

Action: Approve. Reinstate to a position in the class from which promoted.

Wilbert M. Kesselly, 4202 Assessment Clerk, LT, Assessor's Office, Technical Services Division, 5/10/83. (Calendar Item No. 8) (6)

June 6, 1983: Over to the meeting of June 20, 1983 at request of Assessor's Office.

June 20, 1983: Over to the meeting of July 5, 1983 at Mr. Kesselly's request. (Special Order of Business to be heard at 2:00 P.M.).

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Assessor's Office.

Randolph Lee, Jr., 9163 Transit Operator, 1356/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/17/83. (Calendar Item No. 10) (7)

June 20, 1983: Over to the meeting of July 5, 1983. (Special Order of Business to be heard at 2:00 P.M.).

Action: Off calendar. Mr. Lee to notify the Assistant Secretary when prepared to proceed.

George Marshall, 2305 Psychiatric Technician, 4/E-3, Department of Public Health, San Francisco General Hospital Medical Center, 5/31/83. (Calendar Item No. 43) (7)

June 20, 1983: Over to the meeting of July 5, 1983 at request of his attorney.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed in Class 2305 Psychiatric Technician. Mr. Marshall encouraged to assess his need for psychiatric assistance and to seek such assistance if required.

Bart P. Ribotta, Q-2 Police Officer, 37/E-97, San Francisco Police Department, Support Services Bureau, 6/9/83. (Calendar Item No. 34) (4)

Action: Future employment in Class Q-2 Police Officer subject to the review and approval of the General Manager, Personnel after completion of one year's satisfactory work experience in or out of the City and County service.

Marcos Rodriguez, 2806 Disease Control Investigator, 8/E-9, Department of Public Health, Community Public Health Services, 1/6/83. (Calendar Item No. 37) (6)

April 18, 1983: Over to the meeting of June 6, 1983 at Mr. Rodriguez's request.

June 6, 1983: Over to the meeting of July 5, 1983 at Mr. Rodriguez's request.

Action: Over to the Special Meeting of August 29, 1983 at Mr. Rodriguez's request.

Royal Scott, Jr., 7324 Painter, 37/E-6, Department of Public Health, Laguna Honda Hospital, 4/28/83. (Calendar Item No. 39) (6)

Action: Over to the meeting of July 18, 1983. (Special Order of Business to be heard at 2:00 P.M.).

Douglas R. Spencer, 7379 Electrical Transit Mechanic, 61/P-4, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 4/25/83. (Calendar Item No. 42) (7)

June 6, 1983: Over to the meeting of July 5, 1983 at Mr. Spencer's request.

Action: Future employment with the Public Utilities Commission subject to the review and approval of the General Manager, Personnel after one year of satisfactory work experience in or out of the City and County service.

Arnzy Sweet, 9163 Transit Operator, 628/E-113, Public Utilities Commission, San Francisco Municipal Railway, 3/22/83. (Calendar Item No. 36) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Barbara J. Teasdale, 9163 Transit Operator, 297/E-113, Public Utilities Commission, San Francisco Municipal Railway, 5/27/83.
(Calendar Item No. 33) (3)

Action: Off calendar at request of Public Utilities Commission.

Pamela Thompson, 2320 Registered Nurse, 2/E-625, Department of Public Health, San Francisco General Hospital Medical Center, 5/18/83.
(Calendar Item No. 41) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Betty Warren, 1424 Clerk Typist, 105/CPE-1, Department of Public Health, Laguna Honda Hospital, 5/13/83. (Calendar Item No. 9) (7)

June 6, 1983: Over to the meeting of June 20, 1983 at Ms. Warren's request.

June 20, 1983: Over to the meeting of July 5, 1983.
(Special Order of Business to be heard at 2:00 P.M.).

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Richard Williams, Jr., 2760 Laundry Worker, 35/E-2, Department of Public Health, Laguna Honda Hospital, 6/21/83. (Calendar Item No. 35) (2)

Action: Over to the meeting of July 18, 1983.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO DOCUMENTS DEPT.

REGULAR MEETING - JULY 18, 1983

JUL 27 1983

PART I - 2:00 P.M.

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee (Items Missed: 20, 23, 24 & 25)
Commissioner Gloyd (Items Missed: 17)
Commissioner Powell
Commissioner Salomon (Items Missed: All items except 6, 12, 16, 17,
18, 20, 23, 24 & 25)
Excused: Commissioner Texidor del Portillo
Commissioner Lee presided over all items except 20, 23, 24 & 25
Commissioner Gloyd presided over items 23, 24 & 25

MINUTES: Special Meeting of June 23, 1983
Regular Meeting of July 5, 1983

Action: Approve.

CLASSIFICATION MATTERS

1061-83 Reconsideration of Civil Service Commission action of May 16, 1983
(Commissioners Gloyd, Powell and Salomon):
Establishment of a new classification of 8280 Environmental Control
Officer in the San Francisco Police Department. (Calendar Item No. 10)

May 16, 1983: Deny staff report.

June 20, 1983: Over to the meeting of July 5, 1983 at
request of Local 390/400.

July 5, 1983: Over to the meeting of July 18, 1983.
The General Manager to consult with
the City Attorney to ascertain whether
the rate of pay can be set at a rate
less than the budgeted rate.

Action: Establish Class 8280 Environmental Control Officer
(Sch. 40.0 \$658B796) as indicated in staff report.

1195-83 Survey of position in Class 2905 Senior Eligibility Worker in the
General Assistance Program, Department of Social Services.
(Calendar Item No. 11)

July 5, 1983: Over to the meeting of July 18, 1983.

Action: Off calendar.

1207-83 Survey of fifty-two positions in the Senior Escort Program.
(Calendar Item No. 14)

Action: Adopt staff report.

1. Create a crime prevention worker series as follows:

8482 - Crime Prevention Worker (\$611B611)
8484 - Supervising Crime Prevention Worker (\$839B839)
8488 - Director, Crime Prevention Program (\$1111B1111)

CLASSIFICATION MATTERS (cont)

1207-83
(CONT)

2. Allocate budgeted positions as follows:

<u>CURRENT</u>	<u>TO</u>
36-9730 Staff Aide I, Special Project	8482 Crime Prevention Worker
1-9732 Staff Aide II, Special Project	8482 Crime Prevention Worker
7-9971 Community Worker	8482 Crime Prevention Worker
7-9736 Staff Assistant II, Special Project	8484 Supervising Crime Prevention Worker
1-9738 Staff Assistant III, Special Project	1844 Senior Management Assistant
1-9740 Staff Assistant IV, Special Project	8488 Director, Crime Prevention Program

3. Amend 1983-84 Annual Salary Ordinance, Section 380141/01001/001 to reflect these actions. The department will submit a supplemental appropriation request.

1215-83

Review of personal services contracts for Soils Engineering Services. (Calendar Item No. 12)

Action: Adopt staff report; approve personal services contracts for Soils Engineering Services.

1217-83

Establishment of a new classification and allocation of one position included in the 1983-84 Municipal Railway Budget. (Calendar Item No. 13)

Action: Adopt staff report.

1. Establish Class 1944 Materials Coordinator (Sch. 54.9 \$1336B1618) as per the class specification.
2. Allocate one position included in the Municipal Railway's 1983-84 budget as A489 Materials Manager (J \$1394B1690) to Class 1944 Materials Coordinator (Sch. 54.9 \$1336B1618).
3. Amend the Annual Salary Ordinance to reflect this action.
4. Advise the department to submit a supplemental appropriation request.

1218-83

Request to make appointment in Class 1898 Executive Deputy for Program and Fiscal Administration at the 5th step. (Calendar Item No. 4)

Action: Adopt staff report; approve Mayor's request.

1219-83

Classification survey of positions in City Departments. (Calendar Item No. 5)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Recreation & Park Dept. 42	1	1408 Principal Clerk (Sch. 41.8 \$717B866)	9155 Claims Investigator - Sch. 52.4 \$1185B1436 In- vestigates personal injury and property damage claims against the department; negotiates settlements within prescribed limits; represents department in hearings and gives testimony relating to claims.

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont)

1220-83 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
33-83/84	Public Utilities Commission	Pitometer Associates
34-83/84	S.F. Fire Department	Barry Goetz
35-83/84	Social Services	Not Yet Selected
36-83/84	Mayor's Criminal Justice Council	Work Improvement Project
37-83/84	Controller	Software at Work
38-83/84	Art Commission	John Wehrle
39-83/84	Art Commission	Colleen Henshie
40-83/84	Real Estate	Henry L. Chapot
41-83/84	Commission on the Status of Women	La Casa de la Madres
42-83/84	Commission on the Status of Women	Women Organized to Make Abuse Non-existent, Inc. (WOMAN, Inc.)
43-83/84	Public Works	Fred N. Finn
44-83/84	Public Works	The Engineering Enterprise
45-83/84	Public Works	Testing Engineers
46-83/84	Public Works	Tim Meager & Associates, Inc.
47-83/84	Public Works	Overstreet, Rosenberg & Gray, Inc.
48-83/84	Public Works	Parsons Brinckerhoff Quade & Douglas, Inc.
49-83/84	Public Works	Cooperrider & Ryan
50-83/84	Public Works	Ecological Analysts, Inc.
51-83/84	Public Works	Dr. David Jenkins
52-83/84	Public Works	Harding Lawson Associates

Action: Adopt staff report; notify the offices of the
 Controller and the Purchaser.

EXAMINATION MATTERS

3280-83 Recommendation of the Fire Commission on the types of tests to be used
 for the examinations for Class H-4, H-6, H-20 and H-30.
(Calendar Item No. 19)

June 6, 1983: Off calendar on the advice of the City
 Attorney.

Action: Over to the Special Meeting of August 29, 1983.

EXAMINATION MATTERS (cont)

- 3310-83 Requests for reconsideration of action by the General Manager, Personnel on protests on the assessment center sections of the examinations for Classes 8314 Chief Deputy Sheriff, 8312 Sheriff's Captain, 8310 Sheriff's Lieutenant and 8308 Sheriff's Sergeant. (Calendar Item No. 18)
- June 20, 1983:
1. Requests of William Osuna, William Manion and Alvin Wong over to the meeting of July 5, 1983.
 2. Deny requests of Larry Littlejohn and David Hurwitz.
 3. Post eligible lists for Class 8314 Chief Deputy Sheriff and Class 8312 Sheriff's Captain. Hold one (1) requisition.
- July 5, 1983:
1. Request of William Manion over to the meeting of July 18, 1983.
 2. Deny request of William Osuna.
 3. Request of Alvin Wong off calendar (withdrawn).
- Action: Request of William Manion over to the meeting of August 1, 1983.

- 3321-83 Appeal of staff's denial of protest on Oral Examination for Class 2478 Senior Sewage Treatment Chemist. (Calendar Item No. 20)

July 5, 1983: Over to the meeting of July 18, 1983 due to 2 to 1 vote.

Action: Over to the meeting of August 1, 1983 due to 2 to 1 vote (Special Order of Business to be heard at 2:00 P.M.).

IN-SERVICE MATTERS

- 4659-83 Charter amendment amending Section 8.405 to provide that sworn Police Personnel on duty between the hours of 6:00 P.M. and 6:00 A.M. shall be compensated 6½% above the established compensation for such Personnel. (Calendar Item No. 16)

Action: Over to the meeting of August 1, 1983.

- 4665-83 Charter amendment amending Section 8.405 to allow Police and Firefighter rates of compensation to be fixed by the Board of Supervisors annually on August 25 and to require the Board to further raise the rates of compensation if any City over 350,000 sets a higher rate after August 25.

Action: Over to the meeting of August 1, 1983.

- 4682-83 Charter amendment (Second Draft) amending Section 8.340 relating to the probationary period of Police Officers and Deputy Sheriffs. (Calendar Item No. 15)

Action: Adopt staff report; endorse this amendment and advise the Board of Supervisors accordingly.

IN-SERVICE MATTERS (cont)

4687-83

From the heads of various departments requesting authorization to make non-Service appointments. (Calendar Item No. 6)

Oral Authorization Numbers: 8165-8286 - 300001-300077

Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents)

General Manager's Report. (Calendar Item No. 8)
No action taken.

Commissioners' New Business. (Calendar Item No. 9)

July 5, 1983: Review of medical rejection of Roland On
for Class 8304 Deputy Sheriff
(Commissioner Lee): over to the meeting
of July 18, 1983 at the request of the
Sheriff.

Action: Over to the Special Meeting of August 29, 1983
at Mr. On's request.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 18, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Arthur Adams, 9163 Transit Operator, 90/E-100, Public Utilities Commission, San Francisco Municipal Railway, 3/26/81.
(Calendar Item No. 28) (6)

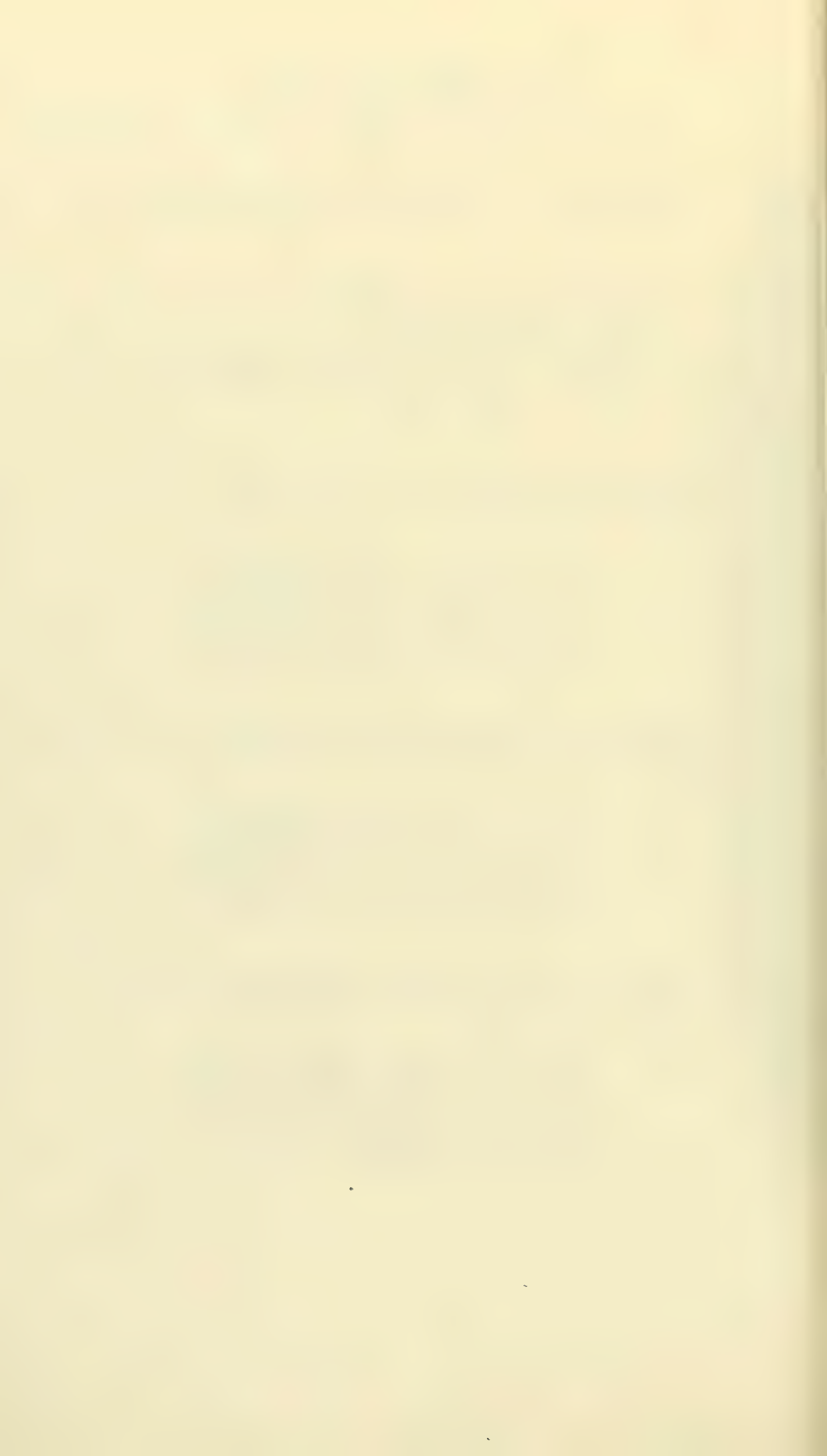
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

William Copenhagen, 9163 Transit Operator, 238/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/6/83.
(Calendar Item No. 29) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Johnny Daniels, 9163 Transit Operator, 1047/E-112, Public Utilities Commission, San Francisco Municipal Railway, 6/24/83.
(Calendar Item No. 32) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.



Anthony C. DiStefano, Q-2 Police Officer, 218/E-93, San Francisco Police Department, Park Station Division, 6/22/83.
(Calendar Item No. 34) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Barry Gibson, 9163 Transit Operator, 650/E-113, Public Utilities Commission, San Francisco Municipal Railway, 5/12/83.
(Calendar Item No. 25) (4)

June 20, 1983: Over to the meeting of July 18, 1983 at request of Transport Workers Union.

Action: Over to the meeting of August 1, 1983 at request of Transport Workers Union.

Eric Horton, 2718 Custodial Assistant Supervisor, 27/CPE-1, Airports Commission, Custodial Division, 5/31/83.
(Calendar Item No. 26) (4)

June 20, 1983: Over to the meeting of July 18, 1983 at the request of the department.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Brian G. Lowe, 9102 Transit Car Cleaner, 19/E-5, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 4/25/83. (Calendar Item No. 30) (3)

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Lowe's request.

Action: Return name to eligible list.

Leti P. Marshall, 8214 Parking Control Officer, 144/E-14, San Francisco Police Department, Traffic Bureau Division, 6/28/83.
(Calendar Item No. 27) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

James C. Mitchell, 9163 Transit Operator, 504/E-113, Public Utilities Commission, San Francisco Municipal Railway, 6/7/83.
(Calendar Item No. 33) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Stanley Roberson, 9163 Transit Operator, 1413/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/21/83. (Calendar Item No. 31) (7)

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Roberson's request.

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Roberson's request.

Action: Over to the meeting of August 1, 1983 at Mr. Roberson's request. The Commission stipulated that this would be the final continuance.

Royal Scott Jr., 7324 Painter, 37/E-6, Department of Public Health, Laguna Honda Hospital, 4/28/83. (Calendar Item No. 7) (6)

July 5, 1983: Over to the meeting of July 18, 1983. (Special Order of Business to be heard at 2:00 P.M.).

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/83. (Calendar Item No. 22) (5)

May 16, 1983: Over to the meeting of June 6, 1983 at request of Public Utilities Commission.

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Sun's request.

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Sun's request.

Action: Over to the meeting of August 1, 1983 at request of Public Utilities Commission.

Michael D. Tong, 7410 Automotive Service Worker, LT, Public Utilities Commission, San Francisco Municipal Railway, Equipment Maintenance Division, 5/20/83. (Calendar Item No. 23) (1)

June 20, 1983: Over to the meeting of July 18, 1983 at the request of the Department.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Richard Williams Jr., 2760 Laundry Worker, 35/E-2, Department of Public Health, Laguna Honda Hospital, 6/21/83. (Calendar Item No. 24) (2)

July 5, 1983: Over to the meeting of July 18, 1983 at request of Local 390/400.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 1, 1983

PART I - 2:00 P.M.

DOCUMENTS DEPT.

AUG 1 1983

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Powell
Commissioner Salomon (Items Missed: 13, 15 & 16)
Excused: Commissioner Texidor del Portillo
Commissioner Lee presided

MINUTES: Regular Meeting of July 18, 1983

Action: Approve.

CLASSIFICATION MATTERS

1177-83 Reconsideration of Civil Service Commission action of June 20, 1983: Review of Requests for Approval of Proposed Personal Services Contracts, Department of Public Works. (Calendar Item No. 13)

June 20, 1983: Disapprove contracts 627 and 628-82/83.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1226-83 Advance approval of proposed personal services contracts for the City Attorney's Office. (Calendar Item No. 14)

Action: Over to the meeting of August 15, 1983.

1227-83 Classification survey of positions in various City Departments. (Calendar Item No. 4)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health SFGH Dept. 86	1	1450 Prin. Clerk Stenographer Sch. 41.8 717B866	<u>Same</u> . Performs responsible stenographic work as secretary to the administrator of SFGH Medical Center. Duties include taking dictation, interfacing for the Administrator with the public, other city offices and hospital staff. Supervises clerical subordinates.

1227-83
(cont)

Classification survey of positions in various City Departments.
(Calendar Item No. 4)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Assessor Dept. 02	2	1404 Clerk Sch. 35.1 524B631	<u>4202 Assessment Clerk</u> (Sch. 36.6 562B677). Searches property rolls; records changes of ownership and transfers of property; answers property tax inquiries from general public.
	1	1424 Clerk Typist Sch. 35.9 544B655	<u>4202 Assessment Clerk</u> (Sch. 36.6 562B677). Researches legal publications for probate filings relative to changes of property ownership; computes sales price of property & researches various property tax information.
Treasurer/Tax Collector Dept. 08	1	1410 Chief Clerk Sch. 45.3 846B1022	1650 Accountant (Sch. 41.6 710B858). Performs professional accounting work relative to real estate refund claims; reconciles payments; posts account data to ledger accounts; supervises subordinate account clerks.
Treasurer/Tax Collector Dept. 08	1	1444 Clerk Steno- grapher Sch. 36.8 567B684	1424 Clerk Typist (Sch. 35.9 544B655. Performs routine typing and filing duties for the Delinquent Revenue Division.
Juvenile Court Dept. 12	1	1452 Stenographic Secretary Sch. 43.0 758B916	<u>1528 Administrative Secretary</u> (Sch. 44.2 803B970). Serves as secretary to department head, provides administrative secretarial services to 15-member Juvenile Justice Commission and two Juvenile Court judges.
Action:	Adopt staff report.		

1231-83 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
53-83/84	District Attorney - Family Support	Golden Gate University
54-83/84	District Attorney - Family Support	Golden Gate University
55-83/84	Mayor's Criminal Justice Council	Regents of the University.
56-83/84	Mayor's Criminal Justice Council	Central City Hospitality House
57-83/84	Airports Commission	Hales Testing Laboratories
58-83/84	Airports Commission	McIntosh Laboratories
59-83/84	City Planning	Robert L. Harrison
60-83/84	City Planning	Douglas Detling
61-83/84	S.F. Port Commission	MLTW Turnbull Associates
62-83/84	Public Works	Towill, Inc.
63-83/84	Public Works	Commodore Helicopters
64-83/84	Public Works	Brown & Caldwell
65-83/84	Public Works	California Pipe Survey, Inc.
66-83/84	Public Health	National Council on Alcoholism
67-83/84	Public Health	William Fudge, C. L. M.
68-83/84	Public Health	Jose Catalla
69-83/84	Public Health	Geraldine Oliva, M.D.
70-83/84	Superior Court	To be determined
71-83/84	Controller	David Hicks Associates
72-83/84	Controller	Gentry, Inc.
73-83/84	Controller	Gybernetics Professionals, Inc.
74/83/84	Controller	Gentry, Inc.

- Action:
1. Contract 58-83/84 over to the meeting of August 15, 1983.
 2. Adopt staff report for remaining contracts; notify the office of the Controller and the Purchaser.
(Commissioner Powell dissents on Contract 61-83/84)

COMPENSATION MATTERS

2193-83 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Frank Champion 1880 Chief of Systems	Office of Controller	5	5
Rodney Hirtzel 7363 Powerhouse Electrician	Public Utilities Commission	5	5
William Lebew 9240 Airport Electrician	Airports Commission	5	5
Thomas Testa 8176 Trial Attorney	District Attorney	5	5
Melanie Austin 2320 Registered Nurse	Public Health	5	5
Joel Hurwitz 1232 Training Officer	Public Health	3	3

Action: Adopt staff report.

2201-83 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in State of California. (Calendar Item No. 15)

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

2204-83 Certification of wage schedules for platform employees, coach and bus operators and trainees of the Municipal Railway for 1983-84 and conditions and benefits of employment which may be fixed for 1983-84. (Calendar Item No. 16)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors pursuant to Section 8.404 of the Charter.

2205-83 Request for supplemental appropriation, Civil Service Commission, purchase of equipment. (Calendar Item No. 6)

Action: Approve; forward request for supplemental appropriation for \$895.00 to the Office of the Mayor.

EXAMINATION MATTERS

- 3310-83 Requests for reconsideration of action by the General Manager, Personnel on protests on the assessment center sections of the examinations for Classes 8314 Chief Deputy Sheriff, 8312 Sheriff's Captain, 8310 Sheriff's Lieutenant and 8308 Sheriff's Sergeant. (Calendar Item No. 20)
- June 20, 1983: 1. Requests of William Osuna, William Manion and Alvin Wong over to the meeting of July 5, 1983.
2. Deny requests of Larry Littlejohn and David Hurwitz.
3. Post eligible lists for Class 8314 Chief Deputy Sheriff and Class 8312 Sheriff's Captain. Hold one (1) requisition.
- July 5, 1983: 1. Request of William Manion over to the meeting of July 18, 1983.
2. Deny request of William Osuna.
3. Request of Alvin Wong off calendar (withdrawn).
- July 18, 1983: Request of William Manion over to the meeting of August 1, 1983.
- Action: 1. Request of William Manion over to the meeting of August 15, 1983.
2. Post eligible list for Class 8310 Sheriff's Lieutenant. Hold one requisition pending resolution of Mr. Manion's request.
- 3321-83 Appeal of staff's denial of protest on Oral Examination for Class 2478 Senior Sewage Treatment Chemist. (Calendar Item No. 9)
- July 5, 1983: Over to the meeting of July 18, 1983 due to 2 to 1 vote.
- July 18, 1983: Over to the meeting of August 1, 1983 due to 2 to 1 vote (Special Order of Business at 2:00 P.M.)
- Action: Adopt staff report. (Vote of 3 to 1: Commissioner Salomon dissents)
- 3371-83 Appeal of staff's decision in setting the passing score in the written phase of the examinations for Class Q-35 Assistant Inspector and Class Q-50 Sergeant, San Francisco Police Department. (Calendar Item No. 21)
- Action: Over to the Special Meeting of August 29, 1983. (Special Order of Business to be heard at 2:00 P.M.)
- 3401-83 Requests for Reconsideration of Action by the General Manager, Personnel on protests on the Oral Examinations for Class 5208 Civil Engineer and Class 5206 Associate Civil Engineer. (Calendar Item No. 22)
- Action: Over to the meeting of August 15, 1983.

IN-SERVICE MATTERS

4597-83 Proposed amendments to Civil Service Commission Rule 2 - Definitions, Rule 9 - Examinations, Rule 10 - Eligible Lists, Rule 12 - Appointment and Validation, and Rule 14 - Part-Time Employment; Proposed deletion of Civil Service Commission Rule 17 - Non-Civil Service or Emergency Appointments and Rule 19 - Limited Tenure Appointment. (Calendar Item No. 7)

June 20, 1983: Post for adoption at the meeting of August 1, 1983. (These proposed amendments are in implementation of the temporary employee Compliance Agreement with the State Personnel Board).

Action: Over to the Special Meeting of August 29, 1983.

4659-83 Charter amendment amending Section 8.405 to provide that sworn Police Personnel on duty between the hours of 6:00 P.M. and 6:00 A.M. shall be compensated 6 1/2% above the established compensation for such Personnel. (Calendar Item No. 17)

July 18, 1983: Over to the meeting of August 1, 1983.

Action: Over to the meeting of August 15, 1983.

4665-83 Charter amendment amending Section 8.405 to allow Police Officer and Firefighter rates of compensation to be fixed by the Board of Supervisors annually on August 25 and to require the Board to further raise the rates of compensation if any City over 350,000 sets a higher rate after August 25. (Calendar Item No. 18)

July 18, 1983: Over to the meeting of August 1, 1983.

Action: Over to the meeting of August 15, 1983.

4725-83 From the City Attorney: Opinion Number 83-50 - Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 19)

Action: Over to the meeting of August 15, 1983.

4729-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 8)

Oral Authorization Numbers: 300078 - 300200

Action: Approve. (Commissioner Lee dissents)

General Manager's Report

Action: No report.

Commissioners' New Business

Action: No new business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 1, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Adam A. Banks, 8304 Deputy Sheriff, 80/E-10, Sheriff's Department, Prisoner Custody Division, 7/8/83. (Calendar Item No. 29) (4)

Action: Over to the meeting of September 19, 1983 at the request of Mr. Banks' Attorney.

Barvic Barb, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 7/17/83. (Calendar Item No. 33) (6)

Action: Over to the meeting of August 15, 1983.

Carmon Ceasar, 7346 Painter, 30/E-6, San Francisco Port Commission, Maintenance Division, 7/15/83. (Calendar Item No. 31) (2)

Action: Over to the meeting of August 15, 1983.

Barry Gibson, 9163 Transit Operator, 650/E-113, Public Utilities Commission, San Francisco Municipal Railway, 5/12/83. (Calendar Item No. 27) (4)

June 20, 1983: Over to the meeting of July 18, 1983 at request of Transport Workers Union.

July 18, 1983: Over to the meeting of August 1, 1983 at request of Transport Workers Union.

Action: Over to the meeting of August 15, 1983 at the request of Transport Workers' Union.

Eura F. Jinks, 2320 Registered Nurse, LT, Department of Public Health, San Francisco General Hospital Medical Center, 6/6/83. (Calendar Item No. 32) (1)

Action: Over to the meeting of August 15, 1983.

Randolph Lee, Jr., 9163 Transit Operator, 1356E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/17/83. (Calendar Item No. 10) (7)

June 20, 1983: Over to the meeting of July 5, 1983. (Special Order of Business to be heard at 2:00 P.M.).

July 5, 1983: Off calendar. Mr. Lee to notify the Assistant Secretary when prepared to proceed.

Action: Over to the meeting of August 15, 1983 at the request of Mr. Lee's attorney.

James Liggon, 9163 Transit Operator, 178/E-114, Public Utilities Commission, San Francisco Municipal Railway, 6/30/83. Calendar Item No. 30) (2)

Action: Over to the meeting of August 15, 1983.

Valerie Lynch, 8304 Deputy Sheriff, 124/E-10, Sheriff's Department, Prisoner Custody Division, 4/8/83. (Calendar Item No. 28) (4)

May 2, 1983: Over to the meeting of May 16, 1983 at Ms. Lynch's request.

May 16, 1983: Over to the meeting of June 6, 1983 at the Department's request.

June 6, 1983: Over to the meeting of August 1, 1983 at the request of Ms. Lynch's attorney.

Action: Over to the meeting of September 19, 1983 at the request of Ms. Lynch's attorney.

Donnell R. Reid, 9163 Transit Operator, 123/E-98, Public Utilities Commission, San Francisco Municipal Railway, 6/28/83. (Calendar Item No. 26) (3)

Action: Over to the meeting of August 15, 1983.

Stanley Roberson, 9163 Transit Operator, 1413/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/21/83. (Calendar Item No. 34) (7)

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Roberson's request.

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Roberson's request.

July 18, 1983: Over to the meeting of August 1, 1983 at Mr. Roberson's request. The Commission stipulated that this would be the final continuance.

Action: Over to the meeting of August 15, 1983.



Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1,
Public Utilities Commission, San Francisco Municipal Railway,
4/11/83. (Calendar Item No. 24) (5)

May 16, 1983: Over to the meeting of June 6, 1983 at request
of Public Utilities Commission.

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Sun's
request.

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Sun's
request.

July 18, 1983: Over to the meeting of August 1, 1983 at request
of Public Utilities Commission.

Action: Over to the meeting of August 15, 1983 at the request
of Public Utilities Commission.

Richard Trevizo, 1224 Principal Payroll/Personnel Clerk, LT,
Department of Public Health, Laguna Honda Hospital, 7/12/83.
(Calendar Item No. 25) (1)

Action: Over to the meeting of August 15, 1983 at Mr. Trevizo's
request.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 15, 1983

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Gloyd (Items Missed: All Items except 1, 2, 3, 4, 5
6, 6A, 6B, & 10)
Commissioner Powell
Commissioner Salomon (Items Missed: Items 1, 2, 3, 4, 5, 6A
& 6B)
Excused: Commissioner Texidor del Portillo
Commissioner Lee presided

MINUTES: Regular Meeting of August 1, 1983

Action: Approve.

DOCUMENTS DEPT.

AUG 30 1983

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PUBLIC LIBRARY

CLASSIFICATION MATTERS

1195-83 Survey of position in Class 2905 Senior Eligibility Worker in the
General Assistance Program, Department of Social Services.
(Calendar Item No. 11)

July 5, 1983: Over to the meeting of July
18, 1983.

July 18, 1983: Off calendar.

- Action
1. Confirm classification of the position occupied
by Mr. Roger Varela in Class 2905 Senior
Eligibility Worker.
 2. Grant appointment above the entrance rate to Mr.
Varela if he is successful in the examination and
receives an appointment to a position in Class 2910
Social Worker in recognition of the "services"
provided on his own initiative while working in the
General Assistance Program.
 3. Prepare and calendar Commendation for Roger Varela.

1226-83 Advance approval of proposed personal services contracts for the
City Attorney's Office. (Calendar Item No. 4)

August 1, 1983: Over to the meeting of
August 15, 1983.

- Action:
1. Approve for the 1983-84 Fiscal Year, all personal
services contracts engaged in between the City
Attorney's office and Golden Gate University,
Hastings College of Law, University of California
at Berkeley, University of the Pacific, and the
University of San Francisco for the purpose of
securing the services of law student interns.
 2. Advise the City Attorney's office to submit
semi-annual student intern affirmative action
data to the Civil Service Commission EEO Unit
for monitoring.

CLASSIFICATION MATTERS (cont)

1231-83 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 12)

August 1, 1983:

Contract Number 58-83/84,
between Airports Commission
and McIntosh Laboratories
over to the meeting of
August 15, 1983.

Action: Adopt staff report; as modified to provide for six (6)
month term; notify the offices of the Controller and the
Purchaser.

1232-83 Classification survey of positions in City Departments. (Calendar
Item No. 6B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Assessor Dept. 02	1	1424 Clerk Typist Sch. 35.9 \$544B655	<u>4202 Assessment Clerk (Sch. 36.6 \$562B677).</u> Processes incoming property tax statements and homeowners exemption filings; performs clerical support duties for assessment programs.

Action: Adopt staff report.

1237-83 Request by the Mayor's Office to fill two positions in the Staff
Assistant, Special Project Series. (Calendar Item No. 5)

Action: Approve utilization of two positions in Class 9752 Staff
Assistant X, Special Project (\$2263B/W) until
December 31, 1983.

1246-83 Review of requests for approval of proposed personal services
ontracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
75-83/84	Real Estate	John Hamilton, MAI
76-83/84	Civil Service Commission	McBer and Company
77-83/84	Sheriff	Thomas L. Montague
78-83/84	Public Utilities Commission	Metcalf & Eddy
79-83/84	Public Utilities Commission	Smith Dawson Associates, Inc.
80-83/84	Public Health	Kenneth Associates

<u>NUMBER</u>	<u>DEPARTMEN</u>	<u>CONTRACTOR</u>
81-83/84	Chief Administrative Officer	Keith Grand
82-83/84	S.F. Port Commission	S.F. State University
83-83/84	Social Services	Performing Arts Workshop
84-83/84	Commission on Status of Women	La Casa de las Madres
85-83/84	Public Works	Helmuth, Obata & Kassabaum
86-83/84	Airports Commission	Forum Communications

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

2216-83 Request for authority to conduct a salary survey for salary standardization for miscellaneous employees pursuant to Charter Sections 8.400, 8.401 and 8.407 for Fiscal Year 1984/85. (Calendar Item No. 13)

- Action:
1. Adopt staff report, authorize the conduct of a salary survey for salary standardization for fiscal year 1984-85, including a supplemental BASSC crafts salary survey.
 2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
 3. Request that the Board of Supervisors authorize and arrange for the updating of the salary survey through circa mid-March 1984, subject to the availability of the BASSC or similar public agency survey.

EXAMINATION MATTERS

3310-83 Requests for reconsideration of action by the General Manager, Personnel on protests on the assessment center sections of the examinations for Classes 8314 Chief Deputy Sheriff, 8312 Sheriff's Captain, 8310 Sheriff's Lieutenant and 8308 Sheriff's Sergeant. (Calendar Item No. 10)

June 20, 1983:

1. Requests of William Osuna, William Manion and Alvin Wong over to the meeting of July 5, 1983.
2. Deny requests of Larry Littlejohn and David Hurwitz.
3. Post eligible lists for Class 8314 Chief Deputy and Class 8312 Sheriff's Captain. Hold (1) requisition.

3310-83 July 5, 1983:

(con't)

1. Request of William Manion over to the meeting of July 18, 1983.
2. Deny request of William Osuna.
3. Request of Alvin Wong off calendar (withdrawn).

July 18, 1983: Request of William Manion over to the meeting of August 1, 1983.

August 1, 1983:

1. Request of William Manion over to the meeting of August 15, 1983.
2. Post eligible list for Class 8310 Sheriff's Lieutenant. Hold one requisition pending resolution of Mr. Manion's request.

Action: Grant appeal of William Manion; readminister to him both phases of the examination for Class 8310 Sheriff's Lieutenant.

3323-83 Appeal of staff's denial of protests on Oral Examination for Class 2471 Water Quality Chemist. (Calendar Item No. 19)

Action:

1. Adopt staff report; deny all appeals and adopt Class 2471 Water Quality Chemist Eligible List E-5 as posted.
2. Staff directed to draft policy for Civil Service Commission review related to standardizing scores when more than one (1) oral board is utilized.

3401-83 Requests for reconsideration of action by the General Manager, Personnel on protests on the oral examinations for Class 5208 Civil Engineer and Class 5206 Associate Civil Engineer. (Calendar Item No. 18)

August 1, 1983: Over to the meeting of August 15, 1983.

Action Cancel these examinations for Class 5206 Associate Civil Engineer and Class 5208 Civil Engineer; staff to present to Commission format for new examination prior to proceeding.

3407-83 2985 Deputy Director, Commission on Aging - allegation of failure of oral board to apply uniform standards. (Calendar Item No. 20)

Action: Over to the Special Meeting of August 29, 1983; appellant to be permitted to listen to the tape-recording of his interview as well as those of two other participants.

IN-SERVICE MATTERS

- 4659-83 Charter amendment amending Section 8.405 to provide that sworn Police Personnel on duty between the hours of 6:00 P.M. and 6:00 A.M. shall be compensated 6 1/2% above the established compensation for such Personnel. (Calendar Item No. 14)

July 18, 1983: Over to the meeting of August 1, 1983.

August 1, 1983: Over to the meeting of August 15, 1983.

July 18, 1983: Over to the meeting of August 1, 1983.

August 1, 1983: Over to the meeting of August 15, 1983.

Action: Off Calendar.

- 4665-83 Charter amendment amending Section 8.405 to allow Police Officer and Firefighter rates of compensation to be fixed by the Board of Supervisors annually on August 25 and to require the Board to further raise the rates of compensation if any City over 350,000 sets a higher rate after August 25. (Calendar Item No. 15)

July 18, 1983: Over to the meeting of August 1, 1983.

August 1, 1983: Over to the meeting of August 15, 1983.

Action: Off Calendar.

- 4725-83 From the City Attorney: Opinion Number 83-50 - Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 16)

August 1, 1983: Over to the meeting of August 15, 1983.

Action: Over to the Special Meeting of August 29, 1983. Staff to proceed with canvassing of lists utilizing current procedure for any list which will expire between August 15, 1983 and date Commission acts on this opinion.

- 4772-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 6)

Oral Authorization Numbers: 300201 - 300383

Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents)

- 4773-83 Special Report - Termination of the non-Civil Service appointment of Stephen Ryder, Class 2532 Paramedic, Department of Public Health. (Calendar Item No. 17)

Action: Over to the meeting of September 19, 1983 at request of Local 390/400.

4777-83 Proposed amendment to Civil Service Commission Rule 13 -
Reinstatement and Reappointment - Section 13.03 - Reappointment after
Resignation, Subsection A. (Calendar Item No. 6A).

Action: Post for adoption at the Special Meeting of August 29,
1983.

4785-83 Request to suspend the delegation of personnel functions to the
Director of Airports. (Calendar Item No. 17A)

Action: Over to the Special Meeting of August 29, 1983.

General Manager's Report. (Calendar Item No. 7)

Action: No report.

Commissioners' New Business. (Calendar Item No. 8)

- Action: 1. Staff instructed to recalendar personal services
contract for new street lighting and to have City
and County official responsible for implementation
at that meeting.
2. Staff instructed to submit drafts of proposed
requests for City Attorney opinions to the
Commission for review in advance of forwarding to
City Attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 15, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Barvic Barb, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 7/17/83. (Calendar Item No. 27) (6)

August 1, 1983: Over to the meeting of August 15, 1983.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Nona Bishop, 8304 Deputy Sheriff, 83/E-10, Sheriff's Department, Prisoner Custody Division, 4/26/83. (Calendar Item No. 9) (4)

May 16, 1983: Over to the meeting of June 6, 1983 at the request of Ms. Bishop's attorney.

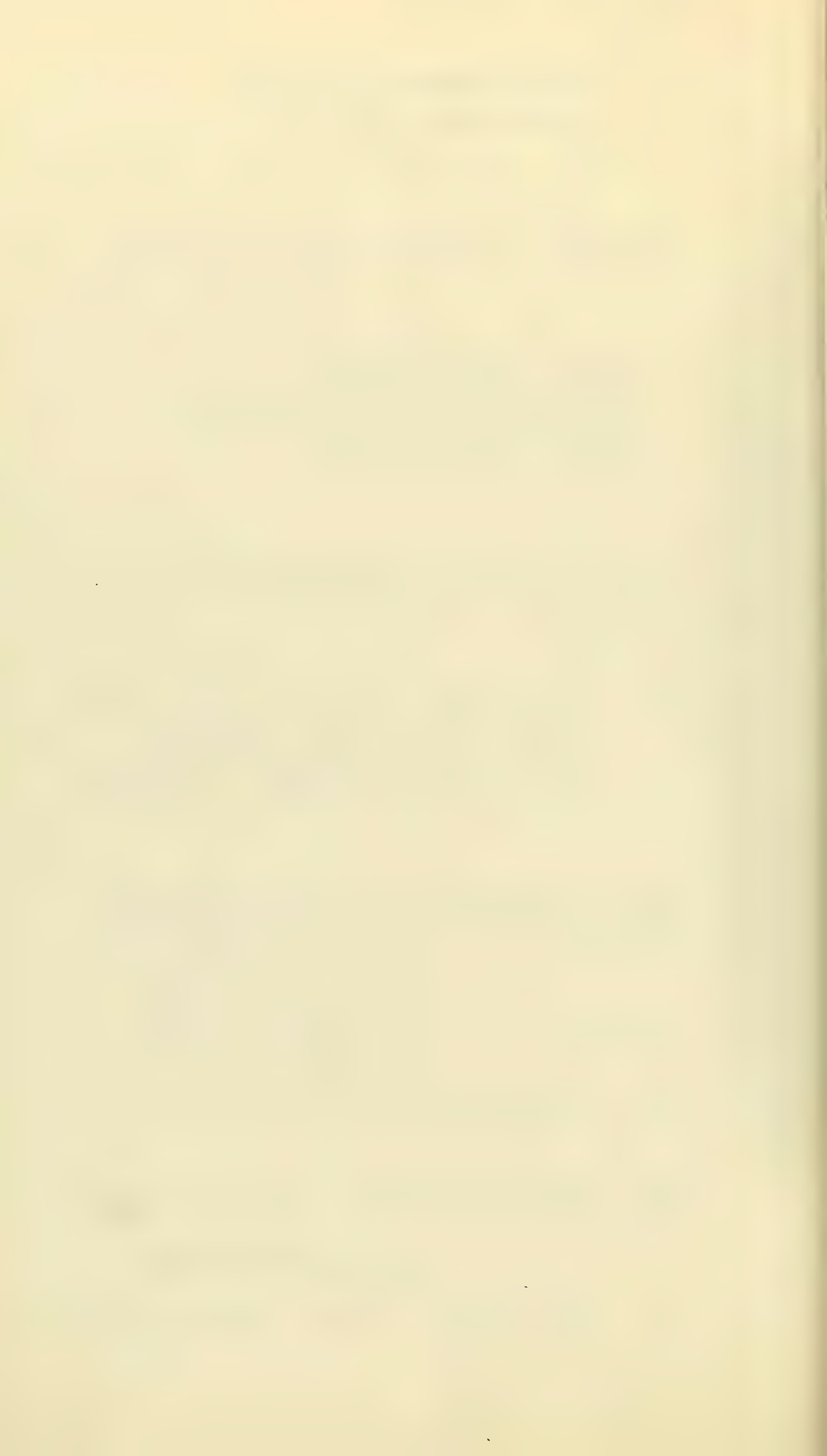
June 6, 1983: Over to the meeting of August 15, 1983 at the request of the Sheriff's Department.

Action: Over to the Special Meeting of August 29, 1983 at the request of the department.

Christina Cardoza, 2708 Custodian, LT, San Francisco Unified School District, Custodial Division, 11/20/82. (Calendar Item No. 23) (1)

June 6, 1983: Over to the meeting of August 15, 1983 at request of Ms. Cardoza's attorney.

Action: Over to the meeting of September 19, 1983 at the request of the department.



Carmon Ceasar, 7346 Painter, 30/E-6, San Francisco Port Commission, Maintenance Division, 7/15/83. (Calendar Item No. 29) (2)

August 1, 1983: Over to the meeting of August 15, 1983.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Port Commission.

Martha Collier, 8301 Sheriff's Property Keeper, LT, Sheriff's Department, Civil Division, 6/27/83. (Calendar Item No. 25) (1)

Action: Over to the meeting of September 19, 1983 at request of Local 390/400.

Andre L. Fontenot, Q-2 Police Officer, 103/E-97, San Francisco Police Department, Support Services Bureau, 7/21/83. (Calendar Item No. 32) (4)

Action: Future employment in Class Q-2 Police Officer subject to review and approval of the General Manager, Personnel after satisfactory completion of three year's (from December, 1982) work experience outside the City and County service.

Mark K. Forristal, Q-2 Police Officer, 36/E-96, San Francisco Police Department, Property Control Division, 6/28/83. (Calendar Item No. 33) (4)

Action: Over to the meeting of September 19, 1983 at request of Mr. Forristal's attorney.

Barry Gibson, 9163 Transit Operator, 650/E-113, Public Utilities Commission, San Francisco Municipal Railway, 5/12/83. (Calendar Item No. 31) (4)

June 20, 1983: Over to the meeting of July 18, 1983 at request of Transport Workers Union.

July 18, 1983: Over to the meeting of August 1, 1983 at request of Transport Workers Union.

August 1, 1983: Over to the meeting of August 15, 1983 at the request of Transport Workers' Union.

Action: Over to the Special Meeting of August 29, 1983 at request of Transport Workers Union.



Eura F. Jinks, 2320 Registered Nurse, LT, Department of Public Health, San Francisco General Hospital Medical Center, 6/6/83. (Calendar Item No. 28) (6)

August 1, 1983: Over to the meeting of August 15, 1983.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Randolph Lee, Jr., 9163 Transit Operator, 1356E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/17/83. (Calendar Item No. 35) (7)

June 20, 1983: Over to the meeting of July 5, 1983. (Special Order of Business to be heard at 2:00 P.M.).

July 5, 1983: Off calendar. Mr. Lee to notify the Assistant Secretary when prepared to proceed.

August 1, 1983: Over to the meeting of August 15, 1983 at the request of Mr. Lee's attorney.

Action: Over to the Special Meeting of August 29, 1983.

James Liggons, 9163 Transit Operator, 178/E-114, Public Utilities Commission, San Francisco Municipal Railway, 6/30/83. (Calendar Item No. 30) (2)

August 1, 1983 Over to the meeting of August 15, 1983.

Action: Over to the Special Meeting of August 29, 1983 at request of Transport Workers Union.

Donnell R. Reid, 9163 Transit Operator, 123/E-98, Public Utilities Commission, San Francisco Municipal Railway, 6/28/83. (Calendar Item No. 26) (3)

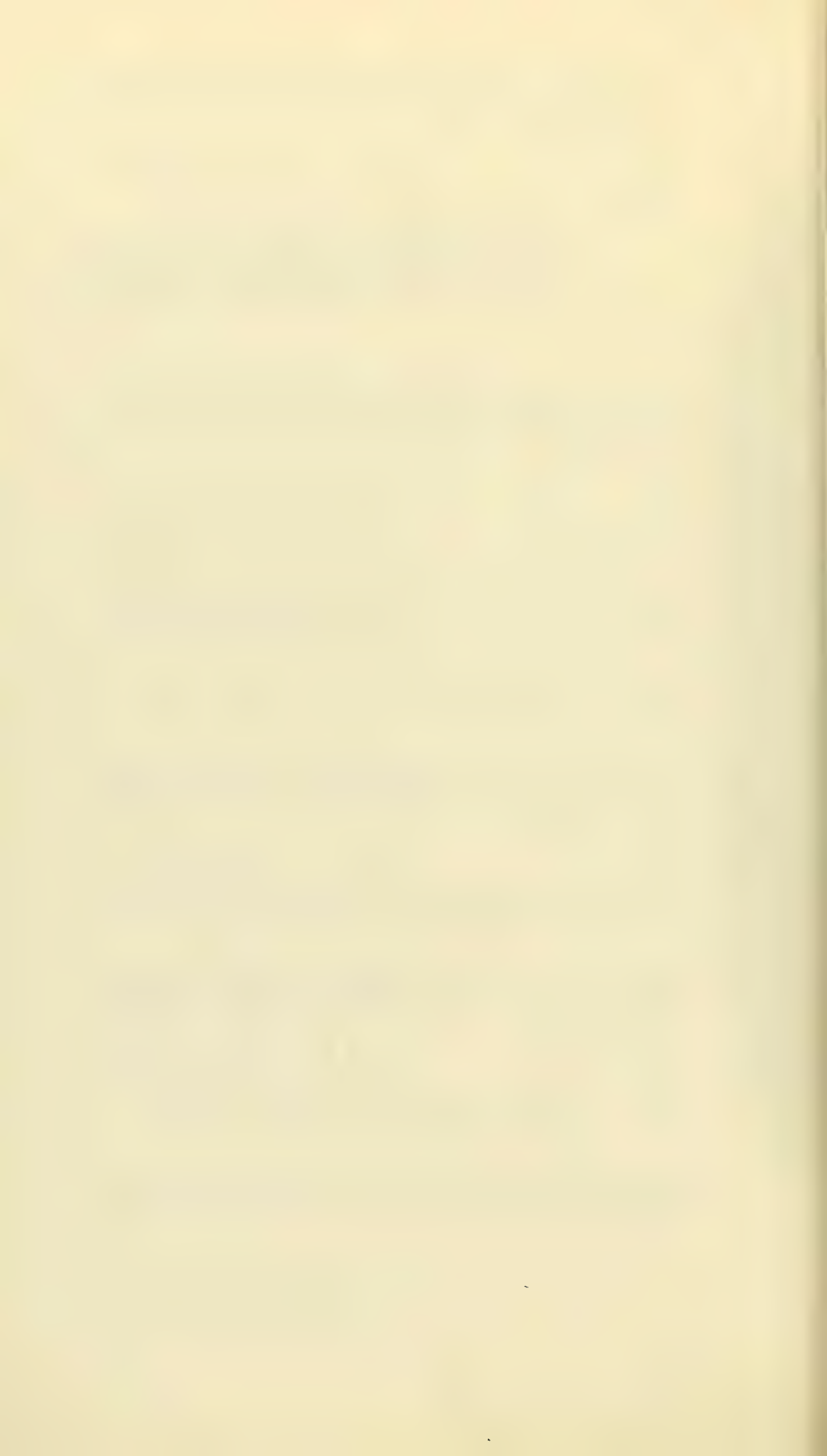
August 1, 1983: Over to the meeting of August 15, 1983.

Action: Over to the Special Meeting of August 29, 1983 at Mr. Reid's request.

Stanley Roberson, 9163 Transit Operator, 1413/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/21/83. (Calendar Item No. 34) (7)

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Roberson's request.

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Roberson's request.



July 18, 1983: Over to the meeting of August 1, 1983 at Mr. Roberson's request. The Commission stipulated that this would be the final continuance.

August 1, 1983: Over to the meeting of August 15, 1983.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/83. (Calendar Item No. 22) (5)

May 16, 1983: Over to the meeting of June 6, 1983 at request of Public Utilities Commission.

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Sun's request.

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Sun's request.

July 18, 1983: Over to the meeting of August 1, 1983 at request of Public Utilities Commission.

August 1, 1983: Over to the meeting of August 15, 1983 at the request of Public Utilities Commission.

Action: Over to the Special Meeting of August 29, 1983 at request of Mr. Sun's representative.

Richard Trevizo, 1224 Principal Payroll/Personnel Clerk, LT, Department of Public Health, Laguna Honda Hospital, 7/12/83. (Calendar Item No. 24) (1)

August 1, 1983: Over to the meeting of August 15, 1983 at Mr. Trevizo's request.

Action: Over to the meeting of September 19, 1983 at request of Mr. Trevizo's attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - AUGUST 29, 1983

PART I - 2:00 P.M.

DOCUMENTS DEPT.

SEP 6 1983

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Texidor del Portillo
Commissioner Powell (Items Missed: 11, 13, 14 15 16 17, 18, 28,
29, 30, and 32)
Commissioner Salomon (Items Missed: 17, 18, 28, 29, 30 and 32)
Commissioner Lee presided

MINUTES: Regular Meeting of August 15, 1983

Action: Approve.

ANNOUNCEMENTS

The Commission announced that it had met in Executive Session on the following items:

1. The remand from the Superior Court of the dismissal of Jack E. Robinson. The Commission directed the City Attorney not to appeal this decision and established a time-table for the review of the appeal from dismissal.
2. The examination for Class Q-35 Assistant Inspector and Q-50 Sergeant, San Francisco Police Department. No action was taken.

CLASSIFICATION MATTERS

1251-83 Survey of one permanent position in Class 5279 School Facilities Needs Analyst at the San Francisco Unified School District. (Calendar Item No. 4).

Action: Off calendar.

1256-83 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
87-83/84	S.F. Port Commission	S.F. Symphony Association
88-893/84	Sheriff Department	Comprehensive Occupational Psychological Services
89-83/84	Sheriff Department	Occupational Health Services, Inc.
90-83/84	Sheriff Department	City College of San Francisco
91-83/84	Sheriff Department	Armstrong Law School
92-83/84	S.F. Police Department	C & W Consultants
93-83/84	S.F. Police Department	PSW3
94-83/84	Human Rights Commission	Mid-Peninsula Urban Coalition

1256-83
(cont)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
95-83/84	Public Works	Everett Brandon Associates
96-83/84	Mayor's Office of Criminal Justice	Regional Young Adult Project, Inc.
97-83/84	Mayor's Office of Criminal Justice	Central City Hospitality House, Inc.
98-83/84	Mayor's Office of Criminal Justice	Calles Youth Work Program/Real Alternatives Program, Inc.
99-83/84	Mayor's Office of Criminal Justice	Community United Against Violence, Inc. (CUAV)
100-83/84	Chief Administrative Officer	David M. Cohen
101-83/84	Social Services	Audrey L. Smith Development Center
102-83/84	Social Services	Family Service Agency of S.F.
103-83/84	Social Services	Children's Home Society
104-83/84	Airports Commission	Dennis Joiner
105-83/84	Airports Commission	I.P. Sharp Associates, Inc.
106-83/84	Airports Commission	Yuen-Fenner, Inc.
107-83/84	Social Services	The Episcopal Church Sanctuary
108-83/84	Social Services	St. Vincent De Paul Society
109-83/84	Social Services	Salvation Army
110-83/84	Social Services	Salvation Army
111-83/84	Airports Commission	Iver C. Larson & Associates

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1257-83

Review of requests for approval of proposed personal services contracts. (Calendar Item No. 11)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
112-83/84	Airports Commission	Jordan/Avent & Associates
113-83/84	Airports Commission	Daniel, Mann, Johnson & Mendenhall

Action: Approve; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2214-83

Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees in Classes designated by "Z" symbol. (Calendar Item No. 5)

Action: Adopt staff report and approve requests for the payment of overtime compensation to employees designated in the staff report for the period indicated.

EXAMINATION MATTERS

3280-83 Recommendation of the Fire Commission on the types of tests to be used for the examinations for Classes H-4 Inspector, Bureau of Fire Prevention and Public Safety, H-6 Investigator, Bureau of Fire Investigation, H-20 Lieutenant and H-30 Captain. (Calendar Item No. 19)

June 6, 1983: Off calendar on the advice of the City Attorney.

July 18, 1983 Over to the Special Meeting of August 29, 1983.

Action: Tabled to the call of the Commission.

3287-83 Special Report - Class Q-2 Police Officer - (Jose Robles). (Calendar Item No. 16)

June 20, 1983: Sustain decision of the San Francisco Police Department. (Subsequent to this action it was brought to the attention of the Assistant Secretary that Mr. Robles had not been properly notified of the Civil Service Commission meeting. Consequently, this item will be recalendared on July 5, 1983 for rescission of this action and for a new hearing).

July 5, 1983: Over to the Special Meeting of August 29, 1983 at the request of the San Francisco Police Department.

Action: 1. Rescind action of June 20, 1983.
2. Grant appeal; find Jose Robles qualified as to background in this examination for Class Q-2 Police Officer.

3311-83 Special Report - Class Q-2 Police Officer - (Richard Woo). (Calendar Item No. 17)

July 5, 1983: Over to the Special Meeting of August 29, 1983 at the request of Mr. Woo's attorney.

Action: Grant appeal; find Richard Woo qualified as to background in this examination for Class Q-2 Police Officer.

3371-83 Appeal of staff's decision in setting the passing score in the written phase of the examinations for Class Q-35 Assistant Inspector and Class Q-50 Sergeant, San Francisco Police Department. (Calendar Item No. 8)

August 1, 1983: Over to the Special Meeting of August 29, 1983. (Special Order of Business to be heard at 2:00 P.M.).

Action: Over to the Special Meeting of September 12, 1983 by Commission action.

3407-83 Examination for Class 2985 Deputy Director, Commission on Aging - allegation of failure of oral board to apply uniform standards. (Calendar Item No. 18)

August 15, 1983: Over to the Special Meeting of August 29, 1983; appellant to be permitted to listen to the tape-recording of his interview as well as those of two other participants.

Action: Deny request of Randolph Fleming, Ph.D.; post and adopt eligible list.

3446-83 Special Report - Class 8304 Deputy Sheriff - (Victor M. Becerra, Jr.). (Calendar Item No. 15)

Action: Grant appeal; find Victor M. Becerra qualified as to background in this examination for Class 8304 Deputy Sheriff.

IN-SERVICE MATTERS

4597-83 Proposed amendments to Civil Service Commission Rule 2 - Definitions, Rule 9 - Examinations, Rule 10 - Eligible Lists, - Rule 12 - Appointment and Validation, and Rule 14 - Part-Time Employment; Proposed deletion of Civil Service Commission Rule 17 - Non-Civil Service or Emergency Appointments and Rule 19 - Limited Tenure Appointment. (Calendar Item No. 13)

June 20, 1983: Post for adoption at the meeting of August 1, 1983. (These proposed amendments are in implementation of the temporary employee Compliance Agreement with the State Personnel Board).

August 1, 1983: Over to the Special Meeting of August 29, 1983.

Action: Adopt.

4725-83 From the City Attorney: Opinion Number 83-50 - Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 20)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Over to the Special Meeting of August 29, 1983. Staff to proceed with canvassing of lists utilizing current procedure for any list which will expire between August 15, 1983 and date Commission acts on this opinion.

Action: 1. Staff directed to draft forthwith revised procedures consistent with City Attorney opinion 83-50 and following meet and confer/consultation as required by State law to submit procedures to Commission for ratification.

2. Staff directed to proceed with canvassing of extant lists utilizing current selective certification procedure.

- 4777-83 Proposed amendment to Civil Service Commission Rule 13 - Reinstatement and Reappointment - Section 13.03 - Reappointment after Resignation, Subsection A. (Calendar Item No. 14)
- August 15, 1983: Post for adoption at the Special Meeting of August 29, 1983.
- Action: Adopt as amended by addendum report.
- 4783-83 Request for extension of holdover rights for three employees in Class 5320 Illustrator and Art Designer. (Calendar Item No. 6)
- Action: Adopt staff report; extend the temporary holdover rights of Robert Gong, James Huddleston and Ralph Mapson in Class 5320 Illustrator and Art Designer.
- 4785-83 Request to suspend the delegation of personnel functions to the Director of Airports. (Calendar Item No. 12)
- August 15, 1983: Over to the Special Meeting of August 29, 1983.
- Action: Over to the meeting of September 19, 1983 at request of Airports Commission.
- 4799-83 Commendation for Roger Varela, Department of Social Services. (Calendar Item No. 8A)
- Action: Adopt.
- 4800-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 7)
- Oral Authorization Numbers: 300390-300486
- Action: Approve. (Vote of 4 to 1: Commissioner Lee dissents)
- 4810-83 Resolution of Congratulations to Commissioner Louis Hop Lee and his wife on the birth of their son. (Calendar Item No. 20A)
- Action: Adopt.
- General Manager's Report. (Calendar Item No. 9)
- Action: No action taken.
- Commissioners' New Business. (Calendar Item No. 10)
- A. Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)
- July 5, 1983: Over to the meeting of July 18, 1983.
- July 18, 1983: Over to the Special Meeting of August 29, 1983.
- Action: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.
- B. Other new business.
- Action: The Commission approved Commissioner Lee's recommendation on the Mayor's Fiscal Advisory Committee Report on the Civil Service Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - AUGUST 29, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Nona Bishop, 8304 Deputy Sheriff, 83/E-10, Sheriff's Department, Prisoner Custody Division, 4/26/83. (Calendar Item No. 22) (4)

May 16, 1983: Over to the meeting of June 6, 1983 at the request of Ms. Bishop's attorney.

June 6, 1983: Over to the meeting of August 15, 1983 at the request of the Sheriff's Department.

August 15, 1983: Over to the Special Meeting of August 29, 1983 at the request of the department.

Action: Over to the meeting of October 17, 1983 at the request of Ms. Bishop's attorney.

Benece Booker, 9202 Airport Communications Operator, 19/CPE- 1, Airports Commission, Communications Division, 6/14/83. (Calendar Item No. 26) (6)

Action: Over to the meeting of September 19, 1983 at Ms. Booker's request.

Darlene P. Davis, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 7/14/83. (Calendar Item No. 32) (1)

Action: Approve. To remain on List E-115 Class 9163 under waiver of certification until waiver removed by the General Manager, Personnel.

Randy Dinwiddie, 2310 Operating Room Technician, 7/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 6/14/73. (Calendar Item No. 25) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Barry Gibson, 9163 Transit Operator, 650/E-113, Public Utilities Commission, San Francisco Municipal Railway, 5/12/83. (Calendar Item No. 34) (4)

June 20, 1983: Over to the meeting of July 18, 1983 at request of transport Workers Union.

July 18, 1983: Over to the meeting of August 1, 1983 at request of Transport Workers Union.

August 1, 1983: Over to the meeting of August 15, 1983 at the request of Transport Workers Union.

August 15, 1983: Over to the Special Meeting of August 29, 1983 at request of Transport Workers Union.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Randolph Lee, Jr., 9163 Transit Operator, 1356/E-112, Public Utilities Commission, San Francisco Municipal Railway, 5/17/83. (Calendar Item No. 30) (7)

June 20, 1983: Over to the meeting of July 5, 1983. (Special Order of Business to be heard at 2:00 P.M.).

July 5, 1983: Off calendar. Mr. Lee to notify the Assistant Secretary when prepared to proceed.

August 1, 1983: Over to the meeting of August 15, 1983 at the request of Mr. Lee's attorney.

August 15, 1983: Over to the Special Meeting of August 29, 1983.

Action: No restriction on future employment.

James Liggons, 9163 Transit Operator, 178/E-114, Public Utilities Commission, San Francisco Municipal Railway, 6/30/83. (Calendar Item No. 29) (2)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Over to the Special Meeting of August 29, 1983 at request of Transport Workers Union.

Action: Return name to list.

Daniel G. McLorin, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 7/14/83. (Calendar Item No. 33) (1)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission

Donnell R. Reid, 9163 Transit Operator, 123/E-98, Public Utilities Commission, San Francisco Municipal Railway, 6/28/83. (Calendar Item No. 31) (3)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Over to the Special Meeting of August 29, 1983 at Mr. Reid's request.

Action: Deny appeal. Approve Automatic Resignation; cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Marcos Rodriguez, 2806 Disease Control Inverstigator, 8/E-9, Department of Public Health, Community Public Health Services, 1/6/83. (Calendar Item No. 24) (6)

April 18, 1983: Over to the meeting of June 6, 1983 at Mr. Rodriguez's request.

June 6, 1983: Over to the meeting of July 5, 1983 at Mr. Rodriguez's request.

July 5, 1983: Over to the Special Meeting of August 29, 1983 at Mr. Rodriguez's request.

Action: Over to the meeting of September 19, 1983 at the request of the Department.

Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/83. (Calendar Item No. 28) (5)

May 16, 1983: Over to the meeting of June 6, 1983 at request of Public Utilities Commission.

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Sun's request.

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Sun's request.

July 18, 1983: Over to the meeting of August 1, 1983 at request of Public Utilities Commission.

August 1, 1983:

Over to the meeting of August 15, 1983 at the request of Public Utilities Commission.

August 15, 1983:

Over to the Special Meeting of August 29, 1983 at request of Mr. Sun's representative.

Action: Over to the meeting of September 19, 1983. Special Order of Business to be heard at 2:00 P.M.

Lawrence Williams, 9210 Airport Police Officer, 86/E-8, Airports Commission, 8/1/83. (Calendar Item No. 23) (3)

Action: Over to the meeting of September 19, 1983 at the request of Mr. William's attorney.

Dennis C. Wydler, 8238 Communications Dispatcher, 20/E-1, San Francisco Police Department, Communications Division, 8/7/83. (Calendar Item No. 27) (6)

Action: Over to the meeting of September 19, 1983. Mr. Wydler to be notified of Civil Service Commission meeting by certified mail.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee
Howard S. Gloyd
Carlota Texidor del Portillo
Genevieve Powell
Darrell J. Salomon

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

SEPTEMBER 12, 1983 - 4:00 P.M.

ROOM 2C (BASEMENT), CITY HALL

DOCUMENTS DEPT.

OCT 3 1983

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon (Items Missed: 1 and 2)
Commissioner Lee presided

COMPENSATION MATTERS:

2234-83 Request for Supplemental Appropriation to provide a salary survey of the private sector pursuant to Charter Section 8.407. (Calendar Item No. 2)

Action: Adopt staff report; approve Request for Supplemental Appropriation for \$75,000, forward to the Office of the Mayor.

2237-83 Request for City Attorney's Opinion regarding Salary Survey Procedures. (Calendar Item No. 1)

Action: Approve request to solicit City Attorney's Opinion.

EXAMINATION MATTERS:

3371-83 Appeal of staff's decision in setting the passing score in the written phase of the examination for Class Q-35 Assistant Inspector and Class Q-50 Sergeant, San Francisco Police Department. (Calendar Item No. 3)

August 1, 1983: Over to the Special Meeting of August 29, 1983. (Special Order of Business to be heard at 2:00 P.M.)

August 29, 1983: Over to the Special Meeting of September 12, 1983 by Commission action.

Establishment of relative weights in all phase of the examinations for Class Q-35 Assistant Inspector and Class Q-50 Sergeant, San Francisco Police Department. (Calendar Item No. 4)

Action: 1. The cutoff for the written-multiple choice scores for Q-35 Assistant Inspector is set at 55% and 50% for Q-50 Sergeant.

2. The weights for the three examination components for Q-35 Assistant Inspector shall be:

Written-multiple choice	45%
Written communication test	29%
Oral test	26%

3. The weights for the three examination components for Q-50 Sergeant shall be:

Written-multiple choice	41%
Written communication test	29%
Oral test	30%

4. The aggregate passing scores for all three components shall be 700 points.

(Vote of 3 to 2: Commissioner Powell and Salomon dissent)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 19, 1983

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Texidor del Portillo
Excused: Commissioner Powell
Commissioner Salomon
Commissioner Lee presided

MINUTES: Regular Meeting of A. Special Meeting of August 29, 1983
B. Special Meeting of September 12, 1983

Action: Approve.

SPECIAL ORDER OF BUSINESS

Recommendation of the Fire Commission on the types of tests to be used for the examinations for Classes H-4 Inspector, Bureau of Fire Prevention and Public Safety, H-6 Investigator, Bureau of Fire Investigation, H-20 Lieutenant and H-30 Captain.

June 6, 1983: Off calendar on the advice of the City Attorney.

August 29, 1983: Tabled to the call of the Commission.

Action: Recalendar on October 3, 1983 in order to review recommendation of the Fire Commission as to the types of tests to be used in these examinations and to establish a time table for their administration.

CLASSIFICATION MATTERS

1047-83 Reconsideration of Civil Service Commission action of March 7, 1983: (Commissioners Lee, Gloyd & Powell)
Allocation of one position in the Controller's 1982-83 budget. (Calendar Item No. 17)

March 7, 1983: 1. Adopt staff report; allocate one position included in Class 1860 Computer Operations Support Supervisor (Sch. 48.6 \$989B1197) to Class 1858 Control Supervisor, EDP (Sch. 42.7 \$748B903).

2. Advise the department to adjust its budget accordingly.

Action: 1. Rescind action of March 7, 1983.
2. Deny staff report; allocate one position included in the Controller's 1982-83 budget in Class 1860 Computer Operations Support Supervisor as budgeted.

1259-83 Retitle and amend the specification for Class 2430 Medical Examination Assistant. (Calendar Item No. 5)

Action: Adopt staff report;
1. Retitle Class 2430 Medical Examination Assistant to 2430 Medical Evaluations Assistant and amend the specification as indicated in staff report.
2. Advise the department to amend its budget to reflect this title change.

CLASSIFICATION MATTERS (CONT)

1270-83 Classification of new positions in the 1983-84 Budget. (Calendar Item No. 3)

Action: Adopt staff report. Allocate new positions to recommended classifications; Defer classification action on positions designated with symbol "SC".

1275-83 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
114-83/84	Public Utilities Commission	Tudor Engineering
115-83/84	Real Estate	Haley-Leslie Appraisal Co., Inc.
116-83/84	S.F. Fire Department	Carl Holmes & Associates
117-83/84	Retirement System	Spilsted & Associates
118-83/84	Rent Board	University of San Francisco
119-83/84	Rent Board	Golden Gate University Law School
120-83/84	Rent Board	Hastings College of Law
121-83/84	Public Works/CW	University of California-Berkeley
122-83/84	Public Works/CW	Architectural Models Inc.
123-83/84	Chief Administrative Officer	Eric Hasseltine
124-83/84	Chief Administrative Officer	Morrison & Foerster
125-83/84	Chief Administrative Officer	Laventhol & Horwath
126-83/84	Mayor's Office of Employment & Training	John Walsh
127-83/84	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
128-83/84	Airports Commission	P. Lieb & Associates
129-83/84	Airports Commission	Howard A. Friedman and Associates
130-83/84	Public Utilities Commission	JXC Electric
131-83/84	Public Works	H.J. Brunnier Associates Structural Engineers
132-83/84	Public Works	K.N. Tuan & Associates
133-83/84	Public Works	CYGNA Consulting Engineers
134-83/84	Public Works	San Jose State University Foundation/MLML

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1275-83 (cont')	135-83/84	Social Services	United Way of the Bay Area
	136-83/84	Sheriff	Aubrey O. Dent, M.D.
	137-83/84	Sheriff	Carolyn Block
	138-83/84	Controller	Gentry Inc.
	139-83/84	Public Health	Jose Maria Catalla
	140-83/84	Public Health	North Bay Professional Standards Review Organization
	141-83/84	Public Health	Margaret Boyd
	142-83/84	Public Health	Shanti Project
	143-83/84	Public Health	UC-Department of Epidemiology
	144-83/84	Public Health	S.F. Home Health & Visiting Nurse Association
	145-83/84	Public Health	AIDS/KS Foundation
	146-83/84	Public Health	Shanti Project - Counseling
	147-83/84	Public Health	Operation Concern
	148-83/84	Public Health	Carolyn Harvey, DPM
	149-83/84	Public Health	H.H. Brady, D.D.S.
	150-83/84	Public Works	Testing Engineers Inc.
	151-83/84	Controller	Gentry Inc.
	152-83/84	Retirement System	Cybersery International Co.
	153-83/84	Port Commission	Creative Computer Solutions
	154-83/84	Controller	Fran Fox Haskell Associates
	155-83/84	Controller	Berkeley Software, Inc.
	156-83/84	Sheriff	Institute for Law and Policy Planning

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

2227-83 Request for reconsideration, Angela Gittens - regarding appointment above the entrance rate. (Calendar Item No. 18)

Action: Over to the meeting of October 3, 1983.

2233-83 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Eugene Swann 8128 Director, Office of Citizen Complaints	Police Commission	5	5

(COMPENSATION MATTERS (CONT))

Floyd Brown 2230 Physician Specialist	Public Health	5	5
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Geraldine Cotton 1823 Senior Admin. Analyst	Public Health	5	5
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Jean Pecchenino 1426 Sr. Clerk Typist	Public Utilities Commission	3	3
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James Robinson 7514 General Laborer	Port Commission	5	5
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Action: Adopt staff report.

2238-83 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by the "Z" symbol. (Calendar Item No. 7)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by the "Z" symbol as indicated in staff report.

3521-83 Request for City Attorney opinion on the effect of Charter Section 8.327 on forthcoming promotional examinations in the Fire Department. (Calendar Item No. 22)

Action: Submit request for opinion to the City Attorney.

4725-83 Reconsideration of Civil Service Commission action of August 29, 1983: (Commissioners Lee, Gloyd, del Portillo & Powell)
From the City Attorney: Opinion Number 83-50 - Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 21)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Over to the Special Meeting of August 29, 1983. Staff to proceed with canvassing of lists utilizing current procedure for any list which will expire between August 15, 1983 and date Commission acts on this opinion.

August 29, 1983: 1. Staff directed to draft forthwith revised procedures consistent with City Attorney opinion 83-50 and following meet and confer/consultation as required by State law to submit procedures to Commission for ratification.

2. Staff directed to proceed with canvassing of extant lists utilizing current selective certification procedure.

Action: Over to the meeting of October 3, 1983.

4773-83 Special Report - Termination of the non-Civil Service appointment of Stephen Ryder, Class 2532 Paramedic, Department of Public Health. (Calendar Item No. 19)

Action: Over to the meeting of October 3, 1983.

4785-83 Request to suspend the delegation of personnel functions to the Director of Airports. (Calendar Item No. 14)

IN-SERVICE MATTERS (CONT)

4785-83
(cont')

August 15, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 at request of Airports Commission.

Action: Off calendar with the following provisos:

1. The Airports Commission management is advised that no non-Civil Service employment decision can be effected until the Civil Service Commission EEO Unit authorizes and approves the selection process to be utilized.
2. The Civil Service Commission EEO Unit shall immediately commence full and comprehensive investigation of the allegations related to improper appointment procedures for temporary employees and that such unit advise Commissioner Gloyd as a Committee of One on a continuing basis of the progress and status of such investigations.
3. The examinations currently under contract are subject to the review, control and responsibility of the Civil Service Commission Examination Unit.

4822-83 Request for supplemental appropriation for \$2,960.00 for payment of reparation claim for John Y. Teshima. (Calendar Item No. 9)

Action: Adopt staff report; approve; forward to the Office of the Mayor.

4823-83 Request for supplemental appropriation for \$2,960.00 for payment of reparation claim for Paul Kazu Yamauchi. (Calendar Item No. 10)

Action; Adopt staff report; approve; forward to the office of the Mayor.

4861-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 11)

Oral Authorization Numbers: 300487-300591

Action: Over to the meeting of October 3, 1983 due to lack of a quorum.

4862-83 Proposed amendments to Civil Service Commission Rule One, Section 1.03 F - Discrimination Complaints. (Calendar Item No. 8)

Action: Post for adoption at the Meeting of October 3, 1983.

4867-83 Future employability of Ronald Harris, Class 1426 Senior Clerk Typist, Civil Service Commission (Non-Civil Service). (Calendar Item No. 20)

Action: Over to the meeting of October 3, 1983.

General Manager's Report. (Calendar Item No. 15)

A. Report of non-Civil Service appointments authorized for the period August 29, 1983 through September 7, 1983.

Oral Authorization Numbers: 300592-300674

B. Status of audit to process bilingual needs at San Francisco General Hospital.

May 16, 1983: Over to the meeting of June 6, 1983.

June 6, 1983: The Commission directed that a person not involved in the translator/interpreter program or in a bilingual position conduct an audit over the next 2 to 3 months to compile an accurate assessment of the bilingual needs at San Francisco General Hospital. This assessment to include the classes, number of positions, and estimated cost. Report of this audit to be on calendar by second meeting in September.

Action: Over to the meeting of November 21, 1983. The Secretary to write to the Director of Public Health expressing the Commission's concern and displeasure over the lack of coordination of the bilingual testing program.

Commissioners' New Business. (Calendar Item No. 16)

A. Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.

Action: Over to the meeting of October 17, 1983.

B. No New Business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 19, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Esmeralda Alizaga, 1402 Junior Clerk, 38/E-16, Juvenile Court, Administration Division, 8/17/83. (Calendar Item No. 36) (6)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Adam A. Banks, 8304 Deputy Sheriff, 80/E-10, Sheriff's Department, Prisoner Custody Division, 7/8/83. (Calendar Item No. 25) (4)

Action: Return name to list.

August 1, 1983: Over to the meeting of September 19, 1983 at the request of Mr. Banks's attorney.

Benece Booker, 9202 Airport Communications Operator, 19/CPE-1, Airports Commission, Communications Division, 6/14/83. (Calendar Item No. 33) (6)

August 29, 1983: Over to the meeting of September 19, 1983 at Ms. Booker's request.

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Christina Cardoza, 2708 Custodian, LT, San Francisco Unified School District, Custodial Division, 11/20/82. (Calendar Item No. 28) (1)

June 6, 1983: Over to the meeting of August 15, 1983 at request of Ms. Cardoza's attorney.

August 15, 1983: Over to the meeting of September 19, 1983 at the request of the department.

Action: Over to the meeting of October 17, 1983. Special Order of Business to be heard at 2:00 P.M.

Martha Collier, 8301 Sheriff's Property Keeper, LT, Sheriff's Department, Civil Division, 6/27/83. (Calendar Item No. 29) (1)

August 15, 1983: Over to the meeting of September 19, 1983 at request of Local 390/400.

Action: Over to the meeting of October 3, 1983 due to lack of quorum.

Sharon Davis, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/25/83. (Calendar Item No. 31) (1)

Action: Over to the meeting of October 17, 1983 at request of Transport Workers Union.

Mark K. Forristal, Q-2 Police Officer, 36/E-96, San Francisco Police Department, Property Control Division, 6/28/83. (Calendar Item No. 26) (4)

August 15, 1983: Over to the meeting of September 19, 1983 at request of Mr. Forristal's attorney.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Raymond T. Garnett, 9163 Transit Operator, 678/E-113, Public Utilities Commission, San Francisco Municipal Railway, 11/10/82. (Calendar Item No. 41) (2)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Danita M. Head, 1404 Clerk, 79/E-18, Department of Public Works, Water Pollution Control Division, 8/19/83. (Calendar Item No. 37) (6)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Jack A. Hirsch, 9110 Fare Collections Receiver, 8/E-181, Public Utilities Commission, Bureau of Finance, Revenue Division, 7/27/83. (Calendar Item No. 43) (7)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75. (Calendar Item No. 12) (4)

June 21, 1982: Over to the first meeting of September at the request of his attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at the request of his attorney.

October 4, 1982: Over to the meeting of October 18, 1982 at the request of his attorney.

October 18, 1982: Over to the meeting of November 1, 1982 due to lack of quorum.

November 1, 1982: Return name to list.

May 16, 1983: Over to the meeting of June 6, 1983 at the request of his attorney.

June 6, 1983: Over to the first meeting of September.

Action: Over to the meeting of October 17, 1983 at request of Mr. Jean's attorney.

Richard S. Knappick, Q-2 Police Officer, 307/E-90, San Francisco Police Department, Northern Division, 8/24/83. (Calendar Item No. 38) (6)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

JoAnn J. Liotta, 9163 Transit Operator, 177/E-114, Public Utilities Commission, San Francisco Municipal Railway, 7/25/83. (Calendar Item No. 42) (2)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Valerie Lynch, 8304 Deputy Sheriff, 124/E-10, Sheriff's Department, Prisoner Custody Division, 4/8/83. (Calendar Item No. 27) (4)

May 2, 1983: Over to the meeting of May 16, 1983 at Ms. Lynch's request.

May 16, 1983: Over to the meeting of June 6, 1983 at the Department's request.

June 6, 1983: Over to the meeting of August 1, 1983 at the request of Ms. Lynch's attorney.

August 1, 1983: Over to the meeting of September 19, 1983 at the request of Ms. Lynch's attorney.

Action: Return name to list. Under waiver of certification until satisfactorily completes firearms portion of academy training.

Joe W. Patterson, Q-2 Police Officer, 42/E-38, San Francisco Police Department, Northern Division, 8/15/83. (Calendar Item No. 39) (6)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Marcos Rodriguez, 2806 Disease Control Investigator, 8/E-9, Department of Public Health, Community Public Health Services, 1/6/83. (Calendar Item No. 34) (6)

April 18, 1983: Over to the meeting of June 6, 1983 at Mr. Rodriguez's request.

June 6, 1983: Over to the meeting of July 5, 1983 at Mr. Rodriguez's request.

July 5, 1983: Over to the Special Meeting of August 29, 1983 at Mr. Rodriguez's request.

August 29, 1983: Over to the meeting of September 19, 1983 at the request of the Department.

Action: Over to the meeting of October 17, 1983 at Mr. Rodriguez's request.

Grant Spencer, 8202 Security Guard, LT, Fine Arts Museums, 8/19/83. (Calendar Item No. 32) (1)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/83. (Calendar Item No. 13) (5)

May 16, 1983: Over to the meeting of June 6, 1983 at request of Public Utilities Commission.

June 6, 1983: Over to the meeting of June 20, 1983 at Mr. Sun's request.

June 20, 1983: Over to the meeting of July 18, 1983 at Mr. Sun's request.

July 18, 1983: Over to the meeting of August 1, 1983 at

request of Public Utilities Commission.

August 1, 1983: Over to the meeting of August 15, 1983 at the request of Public Utilities Commission.

August 15, 1983: Over to the Special Meeting of August 29, 1983 at request of Mr. Sun's representative.

August 29, 1983: Over to the meeting of September 19, 1983. Special Order of Business to be heard at 2:00 P.M.

Action: Over to the meeting of October 3, 1983 at Mr. Sun's request.

Louis P. Tercero, Q-2 Police Officer, 94/E-94, San Francisco Police Department, Property Control Division, 8/29/83. (Calendar Item No. 40) (6)

Action: Over to the meeting of October 3, 1983 due to length of calendar.

Richard Trevizo, 1224 Principal Payroll/Personnel Clerk, LT, Department of Public Health, Laguna Honda Hospital, 7/12/83. (Calendar Item No. 30) (1)

August 1, 1983: Over to the meeting of August 15, 1983 at Mr. Trevizo's request.

August 15, 1983: Over to the meeting of September 19, 1983 at request of Mr. Trevizo's attorney.

Action: Approve.

Lawrence Williams, 9210 Airport Police Officer, 86/E-8, Airports Commission, 8/1/83. (Calendar Item No. 24) (3)

August 29, 1983: Over to the meeting of September 19, 1983 at the request of Mr. William's attorney.

Action: Over to the meeting of October 17, 1983 at request of Mr. Williams's attorney.

Dennis C. Wydler, 8238 Communications Dispatcher, 20/E-1, San Francisco Police Department, Communications Division, 8/7/83. (Calendar Item No. 35) (6)

August 29, 1983: Over to the meeting of September 19, 1983. Mr. Wydler to be notified of Civil Service Commission meeting by certified mail.

Action: No future employment with the City and County.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 3, 1983

PART I - 2:00 P.M.

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Powell (Items Missed: 22 & 34)
Commissioner Salomon
Commissioner Texidor del Portillo
Commissioner Lee presided

MINUTES: Regular Meeting of September 19, 1983

Action: Approve

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CLASSIFICATION MATTERS

1251-83 Survey of one permanent position in Class 5279 School Facilities Needs Analyst at the San Francisco Unified School District. (Calendar Item No. 4)

August 29, 1983: Off calendar.

Action: Adopt staff report.

1. Reclassify one position in Class 5279 School Facilities Needs Analyst (Sch. 53.9 \$1273B1543) to Class 4142 Senior Right-Of-Way Agent (Sch. 56.4 \$1436B1740, 3123M3785) when this action does not adversely affect the incumbent.
2. Abolish Class 5279 School Facilities Needs Analyst when vacant.
3. Advise the department to amend its Annual Salary Resolution accordingly.

1281-83 Survey of one budgeted position in the new classification of 2565 Acupuncturist, Department of Public Health. (Calendar Item No. 5)

Action: Adopt staff report.

1. Establish new classification of 2565 Acupuncturist (J, Z 46.4 \$891B1078).
2. Allocate one position authorized as A428 Acupuncturist (J, \$806B806) in the 1981-82 budget to the new classification.
3. Amend Section 871400 of the Annual Salary Ordinance.
4. Advise the department of Public Health to submit a supplemental appropriation request.
5. Advise the Decentralized Personnel Unit of the Department of Public Health to conduct an examination for one permanent position located at Northeast Community Mental Health Center.

1282-83 Survey of one budgeted position allocated to the new class of 2540 Audiologist, San Francisco General Hospital Medical Center. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish new classification of 2540 Audiologist (J, Z Sch. 50.2 \$1067B1291).
2. Allocate one position enumerated as A451 Senior Audiologist (J, Z, \$1214B1470) to the new classification of 2540 Audiologist (J, Z, Sch. 50.2 \$1067B1291).
3. Amend Section 860100 of the Annual Salary Ordinance accordingly.
4. Advise the department to submit a supplemental appropriation request to adjust its budget.
5. Advise the Decentralized Personnel Unit of the Department of Public Health to conduct an examination for one permanent position located at San Francisco General Hospital Medical Center.

1283-83 Reorganization of the Pharmacy Department, San Francisco General Hospital. (Calendar Item No. 7)

Action: Adopt staff report.

1. Establish new classification of 2453 Supervising Pharmacist. (Sch. Z 53.7 \$1261B1528)
2. Adopt class specification as indicated in staff report.
3. Allocate six (6) positions budgeted in the 1983-84 fiscal year as A538 Supervising Pharmacists (Sch. J, Z 53.7 \$1261B1528) to the new classification.
4. Retitle classification 2452 Senior Pharmacist, San Francisco General Hospital to Director of Pharmaceutical Services, as indicated in staff report.
5. Amend Section 860100 of the Annual Salary Ordinance accordingly.
6. Advise the Decentralized Personnel Unit of the Department of Public Health to conduct an examination for the six (6) permanent positions in classification 2453 Supervising Pharmacist and for the one (1) permanent vacancy in classification 2452 Director of Pharmaceutical Services, San Francisco General Hospital.

1287-83 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
157-83/84	Public Utilities Commission	Saundra Magana, Lisa McKeivitt, Joshua B. Rotsten
158-83/84	Public Utilities Commission	Women's Protection Program

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
159-83/84	Public Utilities Commission	NDBS, Inc.
160-83/84	Civil Service Commission	California State Personnel Board, Cooperative Personnel Services
161-83/84	Chief Administrative Officer	Edgar, Dunn & Company, Inc.
162-83/84	Public Health	Laventhal & Horwath, CPA
163-83/84	Mayor's Office	Western Telecommunications Consultant
164-83/84	Mayor's Office	Elizabeth Robbins
165-83/84	Public Health	La Cheim Group Home, Inc.
166-83/84	Public Health	International Institute
167-83/84	Public Health	Catholic Social Services
168-83/84	Controller	The Cameron Group, Inc.
169-83/84	Controller	David Hicks Associates, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1292-83 Review of requests for approval of proposed personal services contract. (Calendar Item No. 7A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
170-83/84	Port Commission	Nippon Maritime Co., Ltd.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2227-83 Request for reconsideration, Angela Gittens - regarding appointment above the entrance rate. (Calendar Item No. 11)

September 19, 1983: Over to the meeting of October 3, 1983.

Action: Adopt staff report; deny request.

EXAMINATION MATTERS

3280-83 Examinations for Classes H-4 Inspector, Bureau of Fire Prevention and Public Safety, H-6 Investigator, Bureau of Fire Investigation, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 8)

A. Regarding proposed scheduled activities for the processing of the examinations for Classes H-4 Inspector, Bureau of Fire Prevention, H-6 Investigator, Bureau of Fire Investigation, H-20 Lieutenant and H-30 Captain for presentation to the Superior Court in San Francisco Firefighters Local 798 versus City and County of San Francisco.

Action: Over to the Special Meeting of October 6, 1983

B. Recommendation of the Fire Commission on the types of tests to be used for the examinations for Classes H-4 Inspector, Bureau of Fire Prevention and Safety, H-6 Investigator, Bureau of Fire Investigation, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department.

Action: Over to the Special Meeting of October 6, 1983 by Commission action.

3488-83 Appeal of staff's denial of protest on examination for Class 7457 Traffic and Street Sign Maintenance Worker. (Calendar Item No. 14)

Action: Over to the meeting of October 17, 1983 at the request of the attorney for the appellants.

IN-SERVICE MATTERS

4512-83 Request for clarification of Civil Service Commission action of May 16, 1983: Appeal of Discrimination Complaint Hearing Panel decision in the P. Thomas Cady discrimination complaint. (Calendar Item No. 15)

February 22, 1983: Over to the meeting of March 21, 1983. Both Mr. Cady and the San Francisco Police Department to prepare written presentation and submit to the Assistant Secretary no later than 5:00 P.M. on March 14, 1983.

March 21, 1983: Over to the meeting of April 4, 1983 at request of Mr. Cady's attorney.

April 4, 1983: Commissioner Salomon appointed a Committee of One to review including additional submission of both parties and to make a recommendation to the full Commission at the meeting of April 18, 1983.

April 18, 1983: Over to the meeting of May 2, 1983 due to Commissioner Salomon's absence.

May 2, 1983: Over to the meeting of May 16, 1983. The Commission stipulated (1) that no further continuances would be permitted and (2) discussion on May 16, 1983 would be restricted to the Field Training scores.

May 16, 1983: Disapprove decision of the Discrimination Complaint Hearing Panel. Grant appeal; reinstate P. Thomas Cady to the San Francisco Police Department as a Class Q-2 Police Officer. Mr. Cady to be included in the next academy class.

June 6, 1983: Over to the meeting of June 20, 1983 at the request of the San Francisco Police Department.

June 20, 1983: Over to the meeting of July 5, 1983.

July 5, 1983: Off calendar. Mr. Cady to notify the Assistant Secretary when prepared to proceed.

Action: Over to the meeting of October 17, 1983 at the request of the Secretary due to length of agenda.

4725-83 Reconsideration of Civil Service Commission action of August 29, 1983: (Commissioners Lee, Gloyd, del Portillo & Powell)
From the City Attorney: Opinion Number 83-50 - Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 13)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Over to the Special Meeting of August 29, 1983. Staff to proceed with canvassing of lists utilizing current procedure for any list which will expire between August 15, 1983 and date Commission acts on this opinion.

August 29, 1983

1. Staff directed to draft forthwith revised procedures consistent with City Attorney opinion 83-50 and following meet and confer/consultation as required by State law to submit procedures to Commission for ratification.
2. Staff directed to proceed with canvassing of extant lists utilizing current selective certification procedure.

4512-83
(cont)

September 19, 1983: Over to the meeting of October 3, 1983.

Action: Over to the meeting of October 17, 1983 by Commission action.

4773-83 Special Report - Termination of the non-Civil Service appointment of Stephen Ryder, Class 2532 Paramedic, Department of Public Health. (Calendar Item No. 18)

September 19, 1983: Over to the meeting of October 3, 1983 at request of Local 390/400.

Rec: Over to the meeting of November 7, 1983 at request of department.

4861-83 From the heads of various departments requesting authorization to make non-Civil Service appointments. (Calendar Item No. 16)

Oral Authorization Numbers: 300487-300591

September 19, 1983: Over to the meeting of October 3, 1983 due to lack of a quorum.

Action: Approve. (Vote of 3 to 1: Commissioner Lee dissents)

4862-83 Proposed amendments to Civil Service Commission Rule One, Section 1.03 F - Discrimination Complaints. (Calendar Item No. 12)

September 19, 1983: Post for adoption at the Meeting of October 3, 1983.

Action: Over to the meeting of October 17, 1983 by Commission action.

4867-83 Future employability of Ronald Harris, Class 1426 Senior Clerk Typist, Civil Service Commission (Non-Civil Service). (Calendar Item No. 17)

September 19, 1983: Over to the meeting of October 3, 1983 at his request.

September 19, 1983: Over to the meeting of October 3, 1983 at request of Local 390/400.

Action: Over to the meeting of November 7, 1983 at Mr. Harris' request.

4773-83 Special Report - Termination of the non-Civil Service appointment of Stephen Ryder, Class 2532 Paramedic, Department of Public Health. (Calendar Item No. 18)

September 19, 1983: Over to the meeting of October 3, 1983 at request of Local 390/400.

Action: Over to the meeting of November 7, 1983 at request of department.

General Manager's Report. (Calendar Item No. 9)

A. Report of non-Civil Service appointments authorized for the period September 8, 1983 through September 22, 1983.

Oral Authorization Numbers: 300675-300796.

B. Other Matters.

No action taken.

Commissioners' New Business. (Calendar Item No. 10)

No action taken.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 3, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Esmeralda Alizaga, 1402 Junior Clerk, 38/E-16, Juvenile Court,
Administration Division, 8/17/83. (Calendar Item No. 21) (6)

September 19, 1983: Over to the meeting of October
3, 1983.

Action: Approve. Cancel all current examination and eligibility
status. Future employment subject to review and approval
of the General Manager, Personnel after satisfactory
completion of one year's work experience outside the City
and County service. Not to be employed again by Juvenile
Court.

Anne M. Armstrong, 1424 Clerk Typist, LT, Public Utilities
Commission, BMIS Division, 8/19/83. (Calendar Item No. 31) (1)

Action: Approve. Cancel all current examination and eligibility
status. Future employment subject to review and approval
of the General Manager, Personnel after satisfactory
completion of one year's work experience outside the City
and County service. Not to be employed again by the
Public Utilities Commission.

John B. Balestrieri, 9163 Transit Operator, LT, Public Utilities
Commission, San Francisco Municipal Railway, 8/25/83. (Calendar
Item No. 32) (1)

Action: Approve. Cancel all current examination and eligibility
status. Future employment subject to review and approval
of the General Manager, Personnel after satisfactory
completion of one year's work experience outside the City
and County service. Not to be employed again by the
Public Utilities Commission.

Benece Booker, 9202 Airport Communications Operator, 19/CPE-1, Airports Commission, Communication Division, 6/14/83. (Calendar Item No. 22) (6)

August 29, 1983: Over to the meeting of September 19, 1983 at Ms. Booker's request.

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

Action: Approve. No restriction on future employment except for employment with the Airports Commission. Such employment will require the approval of the General Manager, Personnel following one year satisfactory employment in or out of the City Service.

Martha Collier, 8301 Sheriff's Property Keeper, LT, Sheriff's Department, Civil Division, 6/27/83. (Calendar Item No. 29) (1)

August 15, 1983: Over to the meeting of September 19, 1983 at request of Local 390/400.

September 19, 1983: Over to the meeting of October 3, 1983 due to lack of quorum.

Action: The Sheriff and the Civil Service Commission EEO Unit to explore the possibility of other employment and to report back to the Commission on November 7, 1983.

Raymond T. Garnett, 9163 Transit Operator, 678/E-113, Public Utilities Commission, San Francisco Municipal Railway, 11/10/83. (Calendar Item No. 34) (2)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

Action: Return name to list.

Danita M. Head, 1404 Clerk, 79/E-18, Department of Public Works, Water Pollution Control Division, 8/19/83. (Calendar Item No. 23) (6)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

Action: Over to the meeting of November 7, 1983 at Ms. Head's request.

Jack A. Hirsch, 9110 Fare Collections Receiver, 8/E-181, Public Utilities Commission, Bureau of Finance, Revenue Division, 7/27/83. (Calendar Item No. 36) (7)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Richard S. Knappick, Q-2 Police Officer, 307/E-90, San Francisco Police Department, Northern Division, 8/24/83. (Calendar Item No. 24) (6)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

JoAnn J. Liotta, 9163 Transit Operator, 177/E-114, Public Utilities Commission, San Francisco Municipal Railway, 7/25/83. (Calendar Item No. 35) (2)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Reconsideration of Civil Service Commission action of July 18, 1983: (Commissioners Lee, Gloyd, Powell & Texidor del Portillo) James C. Mitchell, 9163 Transit Operator, 504/E-113, Public Utilities Commission, San Francisco Municipal Railway, 6/7/83. (Calendar Item No. (37) (7)

July 18, 1983: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

- Action: 1. Rescind action of July 18, 1983.
2. No future employment in a driving capacity with the Public Utilities Commission.

Joe W. Patterson, Q-2 Police Officer, 42/E-38, San Francisco Police Department, Northern Division, 8/15/83. (Calendar Item No. 25) (6)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Estebana Quezada, 2708 Custodian, 49/E-2, Airports Commission, Custodial Division, 9/8/83. (Calendar Item No. 27) (4)

Action: Off calendar at request of Airports Commission.

Michael X. Rivas, 7338 Electrical Line Worker, 8/CPE-3, Department of Electricity, Electrical Division, 9/6/83. (Calendar Item No. 33) (2)

Action: Over to the meeting of November 7, 1983 at request of Mr. Rivas' attorney.

Mario Rivera, 2708 Custodian, 26/E-2, Airports Commission, Custodial Division, 9/7/83. (Calendar Item No. 28) (4)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Grant Spencer, 8202 Security Guard, LT, Fine Arts Museums, 8/19/83. (Calendar Item No. 30) (1)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

Action: Over to the meeting of October 17, 1983 at request of Local 390/400.

Gayman Sun, 7253 Electrical Transit Mechanic Supervisor I, 6/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 4/11/83. (Calendar Item No. 20) (5)

May 16, 1983:	Over to the meeting of June 6, 1983 at request of Public Utilities Commission.
June 6, 1983:	Over to the meeting of June 20, 1983 at Mr. Sun's request.
June 20, 1983:	Over to the meeting of July 18, 1983 at Mr. Sun's request.
July 18, 1983:	Over to the meeting of August 1, 1983 at request of Public Utilities Commission.
August 1, 1983:	Over to the meeting of August 15, 1983 at the request of Public Utilities Commission.
August 15, 1983:	Over to the Special Meeting of August 29, 1983 at request of Mr. Sun's representative.
August 29, 1983:	Over to the meeting of September 19, 1983. Special Order of Business to be heard at 2:00 P.M.
September 19, 1983:	Over to the meeting of October 3, 1983 at Mr. Sun's request.
Action:	Approve. Reinstate to a position in the class from which promoted.

Louis P. Tercero, Q-2 Police Officer, 94/E-94, San Francisco Police Department, Property Control Division, 8/29/83. (Calendar Item No. 26) (6)

September 19, 1983:	Over to the meeting of October 3, 1983 due to length of calendar.
Action:	Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police department.

SAN FRANCISCO CIVIL SERVICE COMMISSION

Louis Hop Lee
Howard S. Gloyd
Carlota Texidor del Portillo
Genevieve Powell
Darrell J. Salomon

President
Vice President
Commissioner
Commissioner
Commissioner

John J. Walsh

General Manager, Personnel

SPECIAL MEETING

OCTOBER 6, 1983 - 6:00 P.M.

ROOM 2C (BASEMENT), CITY HALL

DOCUMENTS DEPT.

OCT 18 1983

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon (Item Missed: 1)
Commissioner Lee presided

EXAMINATION MATTERS:

3280-83

Examinations for Classes H-4 Inspector, Bureau of Fire Prevention and Public Safety, H-6 Investigator, Bureau of Fire Investigation, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department. (Calendar Item No. 2)

- A. Regarding proposed scheduled activities for the processing of the examinations for Classes H-4 Inspector, Bureau of Fire Prevention, H-6 Investigator, Bureau of Fire Investigation, H-20 Lieutenant and H-30 Captain for presentation to the Superior Court in San Francisco Firefighters Local 798 versus City and County of San Francisco.

October 3, 1983:

Over to the Special Meeting
of October 6, 1983.

Action: Authorize the City Attorney to present the proposed scheduled activities outlined in the staff report to the Superior Court with the following amendment: revise schedule to provide that all protests shall be resolved by the Civil Service Commission within thirty (30) days of the date of receipt in the Commission office of the staff report.

- B. Recommendation of the Fire Commission on the types of tests to be used for the examinations for Classes H-4 Inspector, Bureau of Fire Prevention and Safety, H-6 Investigator, Bureau of Fire Investigation, H-20 Lieutenant and H-30 Captain, San Francisco Fire Department.

June 6, 1983:

Off calendar on the advice
of the City Attorney.

August 29, 1983:

Tabled to the call of the
Commission.

October 3, 1983:

Over to the Special Meeting
of October 6, 1983 by
Commission action.

Action: Over to the meeting of October 17, 1983 by Commission action.

EXAMINATION MATTERS: (cont)

3538-83

Staff recommendation concerning components related to the H-2 Firefighter examination. (Calendar Item No. 1)

Action: A. Set passing scores and weights of the physical performance test events as follows:

<u>Event</u>	<u>Passing Score</u>	<u>Weight</u>
Coupling	168.3 sec.	pass/fail
Axe	24 hits	pass/fail
Small Hose Pull	12.9 sec.	weighted at 25%
Ladder Lift	3 points	weighted at 25%
Large Hose Pull	10.3 sec.	weighted at 25%
Ceiling Hook	39 pulls	weighted at 25%
Walk/Run	24 laps	pass/fail

- B. Adopt staff recommendation to set weight of the written test at 30% (300 points maximum) and physical performance test at 70% (700 points maximum) for purposes of compiling a final list of eligibles.
- C. Approve the selective certification of up to twenty (20) female candidates who have met and or exceeded the physical agility passing scores subject to the review and advice of the Fire Commission, as requested by the Chief of the Department.
- D. Adopt staff recommendation to contract for two months of additional physical training for all female candidates who have not reached the physical performance test passing scores, with a retesting opportunity for those candidates at the end of training.
- E. Adopt staff recommendation to grant eligible list a four-year duration.
- F. Adopt staff recommendation to deny all protests related to the ladder removal component of the physical agility component.

ANNOUNCEMENT

The Commission announced that it had met in Executive Session at 5:00 P.M. with the City Attorney to discuss the examination for Class H-2 Firefighter and that no action was taken. (Commissioners Lee, Gloyd, Powell and Texidor del Portillo present)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 17, 1983

DOCUMENTS DEPT.

PART I - 2:00 P.M.

OCT 31 1983

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon (Items Missed: 15, 20, 21, 23, 24, 25 & 26)
Excused: Commissioner Gloyd
Commissioner Lee presided.

MINUTES: Regular Meeting of October 3, 1983
Special Meeting of October 6, 1983

Action: Approve.

ANNOUNCEMENT

1. The Commission announced that it had met in Executive Session with the City Attorney at 1:00 P.M. to discuss the recent action of the Superior Court on the Civil Service Commission submission related to the promotional examinations in the San Francisco Fire Department. No action was taken.
2. The Commission in this Executive Session authorized the forwarding of a request for City Attorney Opinion related to the examination for Class H-2 Firefighter.

CLASSIFICATION MATTERS

1294-83 Request from the Department of Social Services to utilize a class in the Staff Assistant, Special Project series for a Coordinator of the Mayor's Homeless Project. (Calendar Item No. 3)

Action: Approve use of Class 9742 Staff Assistant V, Special Project (\$1280 BW) to employ a Homeless Project Coordinator for the Department of Social Services for one year.

1295-83 Survey of two budgeted positions in the new classification 2662 Director of Food Services, Department of Public Health. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish new classification of 2662 Director of Food Services at salary Sch. J, Z 54.2 \$1291B1565.
2. Allocate one position budgeted as A540 Director of Food Services (Sch. 54.2 \$1291B1565) to the new classification. This position is located at San Francisco General Hospital.
3. Allocate one position newly budgeted as A548 Director of Food Services (Sch. 54.2 J \$1291B1565) to the new classification. This position is located at Laguna Honda Hospital.

4. Amend Sections 860100 and 850000 of the Annual Salary Ordinance administratively.
5. Advise the Decentralized Personnel Unit of the Department of Public Health to conduct an examination for two permanent vacancies in the new classification.

1296-83 Retitle and amend the specification for Class 2310 Operating Room Technician. (Calendar Item No. 7)

- Action:
1. Retitle and amend specification for class 2310 Operating Room Technician to Surgical Procedures Technician as indicated in staff report; status of permanent incumbents continues without change.
 2. Advise the department to amend its budget to reflect this title change.

1301-83 Classification survey of positions in City Departments. (Calendar Item No. 4)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
District Attorney Dept. 04	1	1853 Control Clerk, EDP (Sch. 37.8 \$594B 717)	<u>1630 Account Clerk</u> (Sch. 36.6 \$562B677) Collects statistical information & makes routine mathematical calculations from data on computer printouts; verifies application of receipts to appropriate accounts.
Public Health Central Office Dept. 83	1	1654 Principal Accountant (Sch. 49.6 \$1037B1255)	Same. Performs complex analyses of agencies contracting with Community Substance Abuse services; plans & conducts pre-audits; develops plans for improving accounting systems; trains and provides technical assistance to agency accountants.

1301-83
(cont)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health SFPH Dept. 86	1	1656 Head Accountant (Sch. 53.6 \$1255B1520)	Same. Heads a section of the General Accounting Office of San Francisco General Hospital; supervises a professional accounting staff involved in budget preparation, revenue & expenditures analysis, etc.; directs preparation of the department's budget.
	2	1654 Principal Accountant (Sch. 49.6 \$1037B1255)	Same. Both positions perform complex Medicare & Medical cost accounting work; participate in the preparation of a \$89,000,000 financial state & reconciles expenditure accounts; prepare statistical analyses & cost reports for reimbursement purposes; supervise accounting support staff.

Action: Adopt staff report.

1302-83 Review of requests for approval of proposed personal services Contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
171-83/84	District Attorney/ Victim Witness	S.F. State University
172-83/84	District Attorney/ Victim Witness	University of California Berkeley
173-83/84	District Attorney/ Victim Witness	New College of California
174-83/84	District Attorney/ Victim Witness	Golden Gate University
175-83/84	District Attorney/ Victim Witness	University of San Francisco
176-83/84	District Attorney/ Victim Witness	Hastings College of the Law

1302-83
(cont)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
177-83/84	District Attorney/ Family Violence	Susan Eldredge, Private Consultant
178-83/84	Social Services	Terry Burns, Ed.D.
179-83/84	Public Health	Northern Health Occupational Health Center
180-83/84	Public Utilities Commission	Debi Horen
181-83/84	Port Commission	Greyhound Exposition Services
182-83/84	Off Calendar	
183-83/84	Controller	David Hicks Association
184-83/84	Controller	David Hicks Association
185-83/84	Controller	A and B Programming, Inc.
186-83/84	Public Utilities Commission	Michael Schneider

Action: Adopt staff report; notify the offices of the Controller
and the Purchaser.

1307-83 Request from Mr. Leo Jed, Deputy General Manager and Chief Engineer,
Public Utilities Commission, to utilize Class 9758 Staff Assistant
XIII for one position. (Calendar Item No. 26A)

Action: Approve utilization of Class 9758 Staff Assistant XIII
in the Public Utilities Commission.

COMPENSATION MATTERS

2246-83 Request for reconsideration from Terrance White, John Courtney, and
Mary Ann Desouza regarding denial of request for appointments above
the entrance rate. (Calendar Item No. 19)

Action: Over to the next meeting at the request of the Sheriff.

2259-83 Request for approval of modified work schedule pursuant to Section
II A.1 of the Annual Salary Standardization Ordinance. (Calendar
Item No. 8)

Action: Adopt staff report; approve request of Adult Probation
Department for modified work schedules.

EXAMINATION MATTERS

32808-83 Recommendation of the Fire Commission on the types of tests to be
used for the examinations for Classes H-4 Inspector, Bureau of Fire
Prevention and Safety, H-6 Investigator, Bureau of Fire
Investigation, H-20 Lieutenant and H-30 Captain, San Francisco Fire
Department. (Calendar Item No. 20)

June 6, 1983: Off calendar on the advice of
the City Attorney.

EXAMINATION MATTERS (cont)

3280B-83
(cont)

August 29, 1983: Tabled to the call of the
Commission.

October 3, 1983: Over to the Special Meeting
of October 6, 1983 by
Commission action.

October 6, 1983: Over to the meeting of
October 17, 1983 by
Commission action.

Action: Adopt recommendation of the Fire Commission.

3488-83 Appeal of staff's denial of protest on examination for Class 7457
Traffic and Street Sign Maintenance Worker. (Calendar Item No. 21)

October 3, 1983: Over to the meeting of
October 17, 1983 at the
request of the attorney for
the appellants.

Action: Adopt staff report; deny appeals.

3562-83 Proposed psychological testing procedures - San Francisco Police
Department. (Calendar Item No. 13)

Action: Over to the second meeting in November.

3563-83 Appeal of staff's decision on the written communications ability
component of the examinations for Class Q-35 Assistant Inspector and
Class Q-50 Sergeant, San Francisco Police Department. (Calendar
Item No. 22)

Action: Adopt staff report; deny appeals.

IN-SERVICE MATTERS

4512-83 Request for clarification of Civil Service Commission action of May
16, 1983: Appeal of Discrimination Complaint Hearing Panel decision
in the P. Thomas Cady discrimination complaint. (Calendar Item No.
15)

February 22, 1983: Over to the meeting of March
21, 1983. Both Mr. Cady and
the San Francisco Police
Department to prepare written
presentation and submit to
the Assistant Secretary no
later than 5:00 P.M. on March
14, 1983.

March 21, 1983: Over to the meeting of April
4, 1983 at request of Mr.
Cady's attorney.

IN-SERVICE MATTERS (cont)

4512-83
(cont)

April 4, 1983:	Commissioner Salomon appointed a Committee of One to review record including additional submission of both parties and to make a recommendation to the full April 18, 1983.
April 18, 1983:	Over to the meeting of May 2, 1983 due to Commissioner Salomon's absence.
May 2, 1983:	Over to the meeting of May 16, 1983. The Commission stipulated (1) that no further continuances would be permitted and (2) discussion on May 16, 1983 would be restricted to the Field Training scores.
May 16, 1983:	Disapprove decision of the Discrimination Complaint Hearing Panel. Grant appeal; reinstate P. Thomas Cady to the San Francisco Police Department as a Class Q-2 Police Officer. Mr. Cady to be included in the next academy class.
June 6, 1983:	Over to the meeting of June 20, 1983 at the request of the San Francisco Police Department.
June 20, 1983:	Over to the meeting of July 5, 1983.
July 5, 1983:	Off calendar. Mr. Cady to notify the Assistant Secretary when prepared to proceed.
September 19, 1983:	Over to the meeting of October 17, 1983 at the request of the Secretary due to length of agenda.
Action:	<ol style="list-style-type: none">1. Anniversary date for the purposes of computation of service for sick leave with pay credits, vacation earnings, and salary increment to be calculated by adding to the most recent start work date the period of prior service in Class Q-2 Police Officer. The Assistant Secretary will notify Mr. Cady and the San Francisco Police Department of the exact date following submission of payroll information from the Civil Service Commission Timeroll Audit Unit.2. Departmental seniority to be calculated from September 12, 1983, the most recent start work date in Class Q-2 Police Officer.3. A one year probationary period as provided in Charter Section 8.340 will be required commencing on September 12, 1983.

4. Deny requests for back pay and attorney fees.

- 4725-83 Reconsideration of Civil Service Commission action of August 29, 1983: (Commissioners Lee, Gloyd, del Portillo & Powell)
From the City Attorney: Opinion Number 83-50 Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 16)
- August 1, 1983: Over to the meeting of August 15, 1983.
- August 15, 1983: Over to the Special Meeting of August 29, 1983. Staff to proceed with canvassing of lists utilizing current procedure for any list which will expire between August 15, 1983 and date Commission acts on this opinion.
- August 29, 1983:
1. Staff directed to draft forthwith revised procedures consistent with City Attorney opinion 83-50 and following meet and confer/consultation as required by State law to submit procedures to Commission for ratification.
 2. Staff directed to proceed with canvassing of extant lists utilizing current selective certification procedure.
- September 19, 1983: Over to the meeting of October 3, 1983.
- October 3, 1983: Over to the meeting of October 17, 1983 by Commission action.
- Action: Over to the next meeting at the request of Local 390/400.
- 4862-83 Proposed amendments to Civil Service Commission Rule One, Section 1.03 F - Discrimination Complaints. (File No. 4862-83)
- September 19, 1983: Post for adoption at the Meeting of October 3, 1983.
- October 3, 1983: Over to the meeting of October 17, 1983 by Commission action.
- Action: Adopt.

IN-SERVICE MATTERS (cont)

4867-83 Future employability of Ronald Harris, Class 1424 Clerk Typist, Civil Service Commission (Non-Civil Service). (Calendar Item No. 24)

September 19, 1983: Over to the meeting of October 3, 1983 at his request.

October 3, 1983: Over to the meeting of October 17, 1983 at Mr. Harris' request.

Action: Adopt staff report; cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

4946-83 Response to the 1982-83 Civil Grand Jury Recommendations. (Calendar Item No. 25)

Action: Adopt staff report; forward to the Presiding Judge.

4954-83 Request for extension of holdover rights for Allen Andrews in Class 7381 Automotive Mechanic. (Calendar Item No. 9)

Action: Adopt staff report; extend temporary holdover rights for Allen Andrews in Class 7381.

4955-83 Request for extension of holdover rights for Michael James Diger in Class 2574 Clinical Psychologist. (Calendar Item No. 10)

Action: Adopt staff report; extend temporary holdover rights for Michael James Diger in Class 2574 Clinical Psychologist.

4956-83 Request for extension of holdover rights for five (5) employees in Class 3410 Assistant Gardner. (Calendar Item No. 11)

Action: Adopt staff report; extend temporary holdover rights for John Elissetche, Curtis Branch, Adolfo Jequinto, Rodolfo Llamas, and Tom Masuda in Class 3410 Assistant Gardner.

4957-83 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 26)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.

4972-83 Proposed amendments to Civil Service Commission Rule 15 - Medical Examinations. (Calendar Item No. 11A)

Action: Post for adoption at the meeting of November 7, 1983.

General Manager's Report. (Calendar Item No. 17)

A. Report of non-Civil Service appointments authorized for the period September 23, 1983 through October 6, 1983.

Oral Authorization Numbers: 300797-300973

B. Other Matters.

No action taken.

Commissioners' New Business. (Calendar Item No. 18)

A. Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.

September 19, 1983: Over to the meeting of October 17, 1983.

Action: Over to the next meeting at the request of Mr. On's attorney.

B. Other Matters.

No action taken.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 17, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Nona Bishop, 8304 Deputy Sheriff, 83/E-10, Sheriff's Department,
Prisoner Custody Division, 4/26/83. (Calendar Item No. 32)

May 16, 1983: Over to the meeting of June
6, 1983 at the request of Ms.
Bishop's attorney.

June 6, 1983: Over to the meeting of August
15, 1983 at the request of
the Sheriff's Department.

August 15, 1983: Over to the Special Meeting
of August 29, 1983 at the
request of the department.

August 29, 1983: Over to the meeting of
October 17, 1983 at the
request of Ms. Bishops'
attorney.

Action: Over to the second meeting of November at request of Ms.
Bishop's attorney.

Edward W. Calvillo, Q-2 Police Officer, 54/E-94, San Francisco
Police Department, Company D Division, 9/14/83. (Calendar Item No.
40)

Action: No future employment in Class Q-2 Police Officer.

Christina Cardoza, 2708 Custodian, LT, San Francisco Unified School
District, Custodial Division, 11/20/82.

June 6, 1983: Over to the meeting of August
15, 1983 at request of Ms.
Cardoza's attorney.

August 15, 1983: Over to the meeting of
September 19, 1983 at the
request of the department.

September 19, 1983: Over to the meeting of
October 17, 1983. Special
Order of Business to be heard
at 2:00 P.M.

Action: Over to the second meeting in November at the request of the department.

John M. Charles, 9163 Transit Operator, 47/E-102, Public Utilities Commission, San Francisco Municipal Railway, 9/13/83.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Sharon Davis, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/25/83. (Calendar Item No. 28)

September 19, 1983: Over to the meeting of October 17, 1983 at request of Transport Workers Union.

Action: Over to the next meeting at request of Transport Workers Union.

Mary P. Dempsey, Q-2 Police Officer, 174/E-96, San Francisco Police Department, Company E Division, 8/29/83. (Calendar Item No. 36)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Ivan Gregory, 2312 Licensed Vocational Nurse, 4/E-76, Department of Public Health, Laguna Honda Hospital, 9/22/83. (Calendar Item No. 33)

Action: Over to the next meeting at request of Department of Public Health.

Charles Harris, 8214 Parking Control Officer 279/E-15, Airports Commission, 8/24/83. (Calendar Item No. 37)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Kerry L. Herbert, 9163 Transit Operator, 234/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/15/83. (Calendar Item No. 43)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75.

June 21, 1982: Over to the first meeting of September at the request of Mr. Jean's attorney.

September 20, 1982: Over to the meeting of October 4, 1982 at the request of Mr. Jean's attorney.

October 4, 1982: Over to the meeting of October 18, 1982 at the request of Mr. Jean's attorney.

October 18, 1982: Over to the meeting of November 1, 1982 due to lack of quorum.

November 1, 1982: Return name to list.

May 16, 1983: Over to the meeting of June 6, 1983 at the request of Mr. Jean's attorney.

June 6, 1983: Over to the first meeting of September.

September 19, 1983: Over to the meeting of October 17, 1983 at request of Mr. Jean's attorney.

Action: Over to the next meeting Mr. Jean to be notified by certified mail and invited to attend in order to present evidence, both documentary and other, bearing on the Commission's review pursuant to the order of the Court of Appeal.

Anthony H. Raymond, 1404 Clerk, 8/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 9/23/83. (Calendar Item No. 41)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Marcos Rodriguez, 2806 Disease Control Investigator, 8/E-9, Department of Public Health, Community Public Health Services, 1/6/83. (Calendar Item No. 35)

April 18, 1983: Over to the meeting of June 6, 1983 at Mr. Rodriguez's request.

June 6, 1983: Over to the meeting of July 5, 1983 at Mr. Rodriguez's request.

July 5, 1983: Over to the Special Meeting of August 29, 1983 at Mr. Rodriguez's request.

August 29, 1983: Over to the meeting of September 19, 1983 at the request of the Department.

September 19, 1983: Over to the meeting of October 17, 1983 at Mr. Rodriguez's request.

Action: Off calendar at request of Civil Service Commission EEO Unit.

Donald Sargent, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 9/13/83. (Calendar Item No. 31)

Action: Over to next meeting at request of Department of Public Health.

Timothy Shine, 2736 Porter, 118/E-52, Department of Public Health, San Francisco General Hospital Medical Center, 9/13/83. (Calendar Item No. 34)

Action: Over to next meeting by mutual agreement of Department of Public Health and Mr. Shine.

Grant Spencer, 8202 Security Guard, LT, Fine Arts Museums, 8/19/83. (Calendar Item No. 29)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

October 3, 1983: Over to the meeting of October 17, 1983 at request of Local 390/400.

Action: Over to next meeting at Mr. Spencer's request.

Darlene Springer, 8202 Security Guard, 72/E-5, Airports Commission, 9/21/83. (Calendar Item No. 38)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Check Tom, 8142 Investigator, LT, Public Defender, Investigation Division, 9/15/83. (Calendar Item No. 30)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Defender.

Lawrence Williams, 9210 Airport Police Officer, 86/E-8, Airports Commission, 8/1/83. (Calendar Item No. 39)

August 29, 1983:

Over to the meeting of September 19, 1983 at the request of Mr. Williams' attorney.

September 19, 1983:

Over to the meeting of October 17, 1983 at request of Mr. Williams' attorney.

Action: Over to second meeting of November at the request of Mr. Williams' attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 14, 1983

PART I - 2:00 P.M.

DOCUMENTS DEPT.

DEC 6 1983

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon

SAN FRANCISCO
PUBLIC LIBRARY

(Items Missed: General Manager's Report,
7, 17, 18, 19, 20, 24, 28, 30, 32, 40, Roll
Call on Part II Calendar)

Commissioner Lee presided

MINUTES: Regular Meeting of October 17, 1983

Action: Approve.

CLASSIFICATION MATTERS

1316-83 Review of requests for approval of proposed personal services
Contracts. (Calendar Item No. 7)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
187-83/84	Controller	To be determined
188-83/84	Art Commission	Ray Patlan
189-83/84	Public Utilities Commission	Kaiser Engineers
190-83/84	Public Utilities Commission	Health Record Services
191-83/84	Public Utilities Commission	Geo Resource Consultants
192-83/84	Public Utilities Commission	Foster Engineering, Inc.
193-83/84	Social Services	University of California, School of Medicine
194-83/84	Social Services	Luz-Mary Harris, Ph.D.
195-83/84	Social Services	Carolyn B. Block, Ph.D.
196-83/84	Social Services	Dr. Martin Glasser, M.D.
197-83/84	Social Services	J. Donald Cohon, Ph.D.
198-83/84	Public Works-Clean Water	Towill, Inc.
199-83/84	Public Works-Clean Water	Dodson & Young
200-83/84	Public Works-Clean Water	Geotechnical Consultants, Inc.
201-83/84	Public Works-Clean Water	Pan Marine Constructors, Inc.
202-83/84	Public Works-Clean Water	Brown & Caldwell

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
203-83/84	S.F. Port Commission	SRI International
204-83/84	S.F. Port Commission	Curtis & Tompkins, Inc.
205-83/384	Chief Administrative Officer	Deloitte Haskins & Sells
206-83/84	Public Health	Summit Ambulance Company
207-83/84	Public Works	Roger Owen Boyer & Associates
208-83/84	Public Works	Howard Jackson
209-83/84	Public Works	CH2M Hill
210-83/84	Public Works	H.J. Brunnier Associates
211-83/84	Mayor's Office, Criminal Justice	Polk Street Town Hall, Inc.
212-83/84	Public Health	Information Management International, Inc.
213-83/84	Public Health	Information Management International, Inc.
214-83/84	Controller	Innovative Directions, Inc.
215-83/84	Controller	Data Directions
216-83/84	Controller	Tim Meager & Associates, Inc.
217-83/84	Controller	Dean Brown & Associates
218-83/84	Public Utilities Commission	Systems & Computer Technology
219-83/84	Public Works	Signet Testing Laboratories, Inc.
220-83/84	Chief Administrative Officer	George Miers & Associates

- Action:
1. Deny Contract Number 207-83/84.
 2. Adopt staff report as it pertains to all other contracts, notify the offices of the Controller and the Purchase.

1319-83 Classification survey of positions in City Departments.
(Calendar Item No. 8)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Controller Dept. 09	1	1873 Software Analyst (Sch. 52.2 \$1174B1421)	Same
Airport Dept. 27	1	1864 Sr. Systems and Procedures Analyst (Sch. 50.3 \$1073B1298)	Same
	1	1764 Mail and Reproduction Supervisor (Sch. 44.2 \$803B970)	Same

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Utilities Dept. 40	1	5208 Civil Engineer (Sch. 56.4 \$1436B1740)	Same
Public Health Dept. 83	1	2114 Medical Records Technician (Sch. 44.6 \$818B988)	Same
Public Health Dept. 85	1	2588 Health Worker IV (Sch. 43.5 \$777B938)	Same
Public Works Dept. 90	1	5206 Associate Civil Engineer (Sch. 53.4 \$1243B1506)	Same
	2	3418 Gardener Assistant Supervisor (Sch. 48.3 \$975B1180)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

2246-83 Request for reconsideration from Terrance White, John Courtney, and Mary Ann Desouza regarding denial of request for appointments above the entrance rate. (Calendar Item No. 3)

October 17, 1983: Over to the next meeting at the request of the Sheriff.

Action: Over to the meeting of November 28, 1983 at the request of the Sheriff.

2256-83 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 11)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Joan Miura 4119 Performing Arts Center Aide	War Memorial	5	5
Dueane Williams 9205 Airport Communications Coordinator	Airports Commission	5	5
Lonnie Bratt 1446 Sr. Clerk Stenographer	Police Department	5	5
Vicki Hennessy 8312 Captain	Sheriff Department	2	2
William Chionsini 8310 Lieutenant	Sheriff Department	3	3
Vanetta M. Pollett 8146 District Attorney Investigator	District Attorney	4	4

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Judith Rosenberg 8176 Trial Attorney	Public Defender	3	3
Alfredo Vea 8176 Trial Attorney	Public Defender	3	3
Wendy Roulder 8176 Trial Attorney	Public Defender	3	3
Susan Rubenstein 8176 Trial Attorney	Public Defender	3	3

Action: Adopt staff report.

2272-83 Suspension of the provisions of Section 1.3 of the Annual Salary Ordinance to provide for overtime compensation for employees designated by the "Z" symbol. (Calendar Item No. 12)

Action: Adopt staff report; approve requests for the payment of overtime compensation to employees designated by the "Z" symbol as indicated in staff report.

EXAMINATION MATTERS

3538-83 Staff recommendation concerning components related to the H-2 Firefighter examination. (Calendar Item No. 13) SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:00 P.M.

October 6, 1983: A. Set passing scores and weights of the physical performance test events as follows:

<u>Event</u>	<u>Passing Score</u>	<u>Weight</u>
Coupling	168.3 sec.	pass/fail
Axe	24 hits	pass/fail
Small Hose Pull	12.9 sec	weighted at 25%
Ladder Lift	3 points	weighted at 25%
Large Hose Pull	10.3 sec	weighted at 25%
Ceiling Hook	39 pulls	weighted at 25%
Walk/Run	24 laps	pass/fail

B. Adopt staff recommendation to set weight of the written test at 30% (300 points maximum) and physical performance test at 70% (700 points maximum) for purposes of compiling a final list of eligibles.

C. Approve the selective certification of up to twenty (20) female candidates who have met and or exceeded the physical agility passing scores subject to the review and advice of the Fire Commission, as requested by the Chief of the Department.

- D. Adopt staff recommendation to contract for two months of additional physical training for all female candidates who have not reached the physical performance test passing scores, with a retesting opportunity for those candidates at the end of training.
- E. Adopt staff recommendation to grant eligible list a four-year duration.
- F. Adopt staff recommendation to deny all protests related to the ladder removal component of the physical agility examination.

Action: Adopt staff report; Instruct staff to post list by November 28 with a four-year duration.

3545-83 Appeal of staff's denial of protest of oral examination for Class 1231 Associate Affirmative Action Coordinator. (Calendar Item No. 16)

Action: Over to the meeting of November 28, 1983 at request of appellant.

3567-83 Special Report - Sherman Franklin, 1630 Account Clerk 144/CPE-1. (Calendar Item No. 4)

Action: Over to the meeting of December 19, 1983 at Mr. Franklin's request.

3568 Special Report - Class 8304 Deputy Sheriff (Richard Norton). (Calendar Item No. 5)

Action: Over to the meeting of December 5, 1983 at the request of the Sheriff.

3584-83 Delay of certification for Class 7102 Maintenance and Repair Assistant Superintendent, Hetch Hetchy Project. (Calendar Item No. 17)

Action: Delay certification from eligible list until investigation is completed.

3585-83 Appeal of staff's denial of protests concerning eligibility for Class 8440 Probation Officer (Adult Probation) examination. (Calendar Item No. 18)

Action: Adopt staff report.

IN-SERVICE MATTERS

4725-83 From the City Attorney: Opinion Number 83-50 Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 6)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Over to the Special Meeting of August 29, 1983. Staff to proceed with canvassing of lists utilizing current procedure for any list which will expire between August 15, 1983 and date Commission acts on this opinion.

- August 29, 1983: 1. Staff directed to draft forthwith revised procedures consistent with City Attorney opinion 83-50 and following meet and confer/consultation as required by State law to submit procedures to Commission for ratification.
2. Staff directed to proceed with canvassing of extant lists utilizing current selective certification procedure.

September 19, 1983: Over to the meeting of October 3, 1983.

October 3, 1983: Over to the meeting of October 17, 1983 by Commission action.

Action: Over to the meeting of November 28, 1983 at the request of Local 390/400.

4773-83 Special Report - Termination of the non-Civil Service appointment of Stephen Ryder, Class 2532 Paramedic, Department of Public Health. (Calendar Item No. 21)

September 19, 1983: Over to the meeting of October 3, 1983 at request of Local 390/400.

October 3, 1983: Over to the meeting of November 7, 1983.

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

4972-83 Proposed amendments to Civil Service Commission Rule 15 - Medical Examinations. (Calendar Item No. 19)

October 17, 1983: Post for adoption at the next meeting.

Action: Adopt.

4979-83 Charter amendment (First Draft) amending Sections 1.102, 3.201, 3.400 and 3.510, to transfer the operations of the Office of the Recorder from the Registrar of Voters to the Assessor. File No. 386-83. (Calendar Item No. 20)

Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this Charter amendment.

6036-83 Request for extension of holdover rights for twelve (12) employees in Class 7410 Automotive Service Worker. (Calendar Item No. 10)

Action: Adopt staff report; extend temporary holdover rights for Chris Walker, James Beral, Harry Chow, Arthur Dulberg, Claude Goode, Robert Linton, Ming Tsia, Curtis Vogl, Kenneth Morishita, Pascual Mota, Christian Kurek and Jose Ramos in Class 7410 Automotive Service Worker.

6059-83 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 9)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.

6063-83 Appeal of staff's decision to authorize non-Civil Service appointment in Class 1658 Chief Accountant at the San Francisco Port Commission. (Calendar Item No. 22)

Action: Over to the meeting of November 28, 1983.

General Manager's Report. (Calendar Item No. 14)

A. Report of non-Civil Service appointments authorized for the period October 7, 1983 through October 28, 1983.

Oral Authorization Numbers: 300974-301272

B. Other Matters.

No action taken.

Commissioners' New Business. (Calendar Item No. 15)

A. Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.

September 19, 1983: Over to the meeting of October 17, 1983.

October 17, 1983: Over to the next meeting at the request of Mr. On's attorney.

Action: Over to the meeting of November 28, 1983 at the request of the Sheriff.

B. Other Matters.

No action taken.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 14, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Roy L. Chambers, 7246 Sewer Repair Supervisor II, LT, Department of Public Works, Street and Sewer Repair, 10/3/83. (Calendar Item No. 33) (1)

Action: Approve.

Judy Chou, 2908 Hospital Eligibility Worker, 34/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 10/21/83. (Calendar Item No. 40) (5)

Action: Disapprove. Reinstate to a position in Class 2908 Hospital Eligibility Worker, Department of Public Health. To commence a new probationary period coupled with a training program subject to regular performance monitoring and evaluation which are to be submitted on a monthly basis to the Civil Service Commission Training Unit.

Martha Collier, 8301 Sheriff's Property Keeper, LT, Sheriff's Department, Civil Division, 6/27/83. (Calendar Item No. 29) (1)

August 15, 1983: Over to the meeting of September 19, 1983 at request of Local 390/400.

September 19, 1983: Over to the meeting of October 3, 1983 due to lack of quorum.

October 3, 1983: The Sheriff and the Civil Service Commission EEO Unit to explore the possibility of other employment and to report back to the Commission on November 7, 1983.

Action: Over to the meeting of November 28, 1983 at request of Sheriff.

Jorge D. Dancis, 9163 Transit Operator, 13/E-114, Public Utilities Commission, San Francisco Municipal Railway, 10/1/83. (Calendar Item No. 27) (4)

Action: Over to the meeting of November 28, 1983 at request of Transport Workers Union.

Sharon Davis, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/25/83. (Calendar Item No. 30) (1)

September 19, 1983: Over to the meeting of October 17, 1983 at request of Transport Workers Union.

October 17, 1983: Over to the next meeting at request of Transport Workers Union.

Action: Over to the meeting of December 5, 1983 by Commission action.

Ivan Gregory, 2312 Licensed Vocational Nurse, 4/E-76, Department of Public Health, Laguna Honda Hospital, 9/22/83. (Calendar Item No. 25) (4)

October 17, 1983: Over to the next meeting at request of Department of Public Health.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health

Danita M. Head, 1404 Clerk, 79/E-18, Department of Public Works, Water Pollution Control Division, 8/19/83. (Calendar Item No. 38) (6)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

October 3, 1983: Over to the meeting of November 7, 1983 at Ms. Head's request.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Curtis Jean, 9163 Transit Operator, 339/E-111, Public Utilities Commission, San Francisco Municipal Railway, 8/6/75. (Calendar Item No. 24) (4)

June 21, 1982: Over to the first meeting of September at the request of Mr. Jean's attorney.

September 20, 1982:	Over to the meeting of October 4, 1982 at the request of Mr. Jean's attorney.
October 4, 1982:	Over to the meeting of October 18, 1982 at the request of Mr. Jean's attorney.
October 18, 1982:	Over to the meeting of November 1, 1982 due to lack of quorum.
November 1, 1982:	Return name to list.
May 16, 1983:	Over to the meeting of June 6, 1983 at the request of Mr. Jean's attorney.
June 6, 1983:	Over to the first meeting of September.
September 19, 1983:	Over to the meeting of October 17, 1983 at request of Mr. Jean's attorney.

Action: Adopt proposed administrative findings of fact. The Secretary to update to reflect the record of hearings, secure signatures of Commissioners and forward to City Attorney to be lodged with Court of Appeal.

Maryon J. Joachim, 1424 Clerk Typist, LT, San Francisco Unified School District, Personnel Services, 10/7/83 (Calendar Item No. 34) (3)

Action: Over to the meeting of November 28, 1983 at request of San Francisco Unified School District.

Orin A. Laing, 2806 Disease Control Investigator, 7/E-8, Department of Public Health, Community Public Health Services, 8/21/83. (Calendar Item No. 39) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Robert Porter, 7215 General Laborer Supervisor I, 32/CPE-1, Department of Public Works, 10/15/83. (Calendar Item No. 28) (4)

Action: Under waiver of certification on Class 7514 Laborer list until evidence produced of satisfactory progress in a rehabilitation program and approval of the General Manager, Personnel.

Michael X. Rivas, 7338 Electrical Line Worker, 8/CPE-3, Department of Electricity, Electrical Division, 9/6/83. (Calendar Item No. 35) (2)

October 3, 1983:	Over to the meeting of November 7, 1983 at request of Mr. Rivas' attorney.
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Action: Over to the meeting of December 5, 1983 at the request of Mr. Rivas' attorney.

Donald Sargent, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 9/13/83. (Calendar Item No. 31) (1)

October 17, 1983: Over to the next meeting at request of Department of Public Health.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Timothy Shine, 2736 Porter, 118/E-52, Department of Public Health, San Francisco General Hospital Medical Center, 9/13/83. (Calendar Item No. 26) (4)

October 17, 1983: Over to the next meeting by mutual agreement of Department of Public Health and Mr. Shine.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Grant Spencer, 8202 Security Guard, LT, Fine Arts Museums, 8/19/83. (Calendar Item No. 32) (1)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

October 3, 1983: Over to the meeting of October 17, 1983 at request of Local 390/400.

October 17, 1983: Over to the next meeting at Mr. Spencer's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Fine Arts Museum.

Louis P. Tercero, Q-2 Police Officer, 94/E-94, San Francisco Police Department, Property Control Division, 8/29/83. (Calendar Item No. 37) (6)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

October 3, 1983:

Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Action: Over to the meeting of November 28, 1983 at the request of Mr. Tercero's attorney.

Dale Bong-Cheone Wong, 9163 Transit Operator, 14/E-116, Public Utilities Commission, 10/3/83. (Calendar Item No. 36) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 28, 1983

PART I - 2:00 P.M.

DOCUMENTS DEPT.

DEC 6 1983

SAN FRANCISCO
PUBLIC LIBRARY

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon (Items Missed: Continuances, Consent
Calendar, 9, 11 & 13)

Commissioner Lee presided

MINUTES: Regular Meeting of November 14, 1983.

Action: Over to the meeting of December 5, 1983.

CLASSIFICATION MATTERS

1322-83 Review of requests for approval of proposed personal services
Contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
221-83/84	Public Health	Family Service Agency of San Francisco
222-83/84	Public Health	Smithkline Clinical Lab., Inc.
223-83/84	Public Health	University of California Hospitals
224-83/84	Public Health	Marty Jessup, R.N.
225-83/84	Public Health	San Francisco Study Center
226-83/84	S.F. Port Commission	Kate Keating Associates
227-83/84	Controller	David Hicks Associates, Inc.
228-83/84	Controller	Informatic Gen. Corp.
229-83/84	Public Works	Fidelity Roof Company
230-83/84	Public Utilities Commission	Wallace G. McOuat, Inc.
231-83/84	Public Works	Saylor Project Management

Action: Adopt staff report; notify the offices of the
Controller and the Purchaser.

1323-83 Classification survey of positions in City Departments.
(Calendar Item No. 7)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health	2	2736 Porter (Sch. 37.4 \$583B704)	Same

CLASSIFICATION MATTERS (cont)

1323-83
(CONT)

	1	2230 Physician Specialist (Sch. 51.6 \$1844B2242)	Same
Recreation and Park	1	1528 Administrative Secretary (Sch. 44.2 \$803B970)	Same
City Planning	1	8173 Legal Assistant (Sch. 46.9 \$912B1104)	1450 Principal Clerk Stenographer (Sch. 41.8 \$717B866)
Controller	1	1864 Senior Systems and Procedures Analyst (Sch. 50.3 \$1073B1298)	Same
Public Utilities	1	1844 Senior Management Assistant (Sch. 49.2 \$1018B1232)	Same
	1	5283 Planner V-Urban Design (Sch. 57.4 \$1506B1827)	5290 Transit Planner IV. (Sch. 53.9 \$1273B1543)

Action: Adopt staff report.

1330-83 "Project Manager" Proposal (In lieu of personal services contract) as submitted by Mr. Leo Jed, Chief Engineer, Bureau of Engineering and Construction Management. (Calendar Item No. 17A)

Action: Over to the meeting of December 5, 1983.

COMPENSATION MATTERS

2246-83 Request for reconsideration from Terrance White, John Courtney, and Mary Ann DeSouza regarding denial of request for appointments above the entrance rate. (Calendar Item No. 13)

October 17, 1983: Over to the next meeting at the request of the Sheriff.

November 14, 1983: Over to the meeting of November 28, 1983 at the request of the Sheriff.

Action: Adopt staff report; deny request.

2288-83 Requests for supervisory differential adjustments as provided by Section IV.F. of the Salary Standardization Ordinance. (Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential adjustments, amend annual salary ordinance accordingly; advise departments to submit supplemental appropriation.

EXAMINATION MATTERS

3545-83 Appeal of staff's denial of protest of oral examination for Class 1231 Associate Affirmative Action Coordinator. (Calendar Item No. 15)

EXAMINATION MATTERS (cont)

3545-83
(CONT)

November 14, 1983: Over to the meeting of November 28, 1983 at request of appellant.

Action: Over to the meeting of December 5, 1983 to allow time for Ms. Thompson to review documents provided by staff relevant to procedures and guidelines on establishing oral boards.

3562-83 Proposed psychological testing procedures - San Francisco Police Department. (Calendar Item No. 4)

October 17, 1983: Over to the second meeting in November.

Action: Over to the meeting of December 19, 1983 at request of San Francisco Police Department.

3581-83 Special Report - Class Q-2 Police Officer - (Ross R. Jernigan, Jr). (Calendar Item No. 16)

Action: Deny appeal of Ross R. Jernigan, Jr; sustain decision of the San Francisco Police Department based on the findings adopted by the Commission which were verbally put into the record and will be transcribed and included as part of the file of this transaction.

3596-83 Appeal of staff's decision to amend the examination announcement for Class 1650 Accountant. (Calendar Item No. 17)

Action: Over to the meeting of December 5, 1983 at request of appellant.

IN-SERVICE MATTERS

4725-83 From the City Attorney: Opinion Number 83-50 Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 6)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Over to the Special Meeting of August 29, 1983. Staff to proceed with canvassing of lists utilizing current procedure for any list which will expire between August 15, 1983 and date Commission acts on this opinion.

August 29, 1983: 1. Staff directed to draft forthwith revised procedures consistent with City Attorney opinion 83-50 and following meet and confer/consultation as required by State law to submit procedures to Commission for ratification.
2. Staff directed to proceed with canvassing of extant lists utilizing current selective certification procedure.

September 19, 1983: Over to the meeting of October 3, 1983.

October 3, 1983: Over to the meeting of October 17, 1983 by Commission action.

IN -SERVICE MATTERS (cont)

4725-83
(CONT)

October 17, 1983: Over to the meeting of November 14, 1983 at the request of Local 390/400.

November 14, 1983: Over to the meeting of December 5, 1983 at the request of City Attorney.

Action: Over to the meeting of December 5, 1983 at request of City Attorney.

IN-SERVICE MATTERS (cont)

6063-83 Appeal of staff's decision to authorize non-Civil Service appointment in Class 1658 Chief Accountant at the San Francisco Port Commission. (Calendar Item No. 14)

November 14, 1983: Over to the meeting of November 28, 1983 at the request of the Sheriff.

Action: Over to the meeting of December 5, 1983.

6099-83 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 5)

Action: Adopt staff report; approve requests for the duration indicated in the staff report.

6100-83 Appeal of staff's decision to authorize forty-one non-Civil Service appointments in Class Q-60 Lieutenant, San Francisco Police Department (Oral Authorization Numbers 301470-301510). (Calendar Item No. 11)

Action: Over to the meeting of December 5, 1983 by Commission action.

6101-83 Commendation for Larry Garcia, Management Information Systems Specialist III, Civil Service Commission. (Calendar Item No. 9)

Action: Adopt.

6105-83 Bilingual needs assessment at San Francisco General Hospital. (Calendar Item No. 8A)

Action: Over to the meeting of December 5, 1983.

Commissioners' New Business. (Calendar Item No. 15)

A. Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee)

July 5, 1983: Over to the meeting of July 18, 1983.

July 18, 1983: Over to the Special Meeting of August 29, 1983.

August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.

Commissioners' New Business
(CONT)

September 19, 1983:

Over to the
meeting of
October 17, 1983.

October 17, 1983:

Over to the next
meeting at the
request of Mr.
On's attorney.

November 14, 1983:

Over to the
meeting of
November 28, 1983
at the request of
the Sheriff.

Action: Over to the meeting of December 19, 1983 at Mr. On's
request

B. Other Matters.

No action taken.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 14, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Margaret Barton, 2320 Registered Nurse, 30/E-634, Department of Public Health, Laguna Honda Hospital, 11/15/83. (Calendar Item No. 27) (4)

Action: Off calendar at request of Department of Public Health.

Nona Bishop, 8304 Deputy Sheriff, 83/E-10, Sheriff's Department, Prisoner Custody Division, 4/26/83. (Calendar Item No. 29) (4)

May 16, 1983: Over to the meeting of June 6, 1983 at the request of Ms. Bishop's attorney.

June 6, 1983: Over to the meeting of August 15, 1983 at the request of the Sheriff's Department.

August 15, 1983: Over to the Special Meeting of August 29, 1983 at the request of the department.

August 29, 1983: Over to the meeting of October 17, 1983 at the request of Ms. Bishop's attorney.

October 17, 1983: Over to the second meeting of November at request of Ms. Bishop's attorney.

Action: Off calendar at request of City Attorney.

Nicole Bruschera, 8214 Parking Control Officer, LT, San Francisco Police Department, Traffic Division, 10/11/83. (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to reivev and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County servive. Not to be employed again by the San Francisco Police Department.

Christina Cardoza, 2708 Custodian, LT, San Francisco Unified School District, Custodial Division, 11/20/82. (Calendar Item No. 21) (1)

June 6, 1983: Over to the meeting of August 15, 1983 at request of Ms. Cardoza's attorney.

August 15, 1983: Over to the meeting of September 19, 1983 at the request of the department.

September 19, 1983: Over to the meeting of October 17, 1983. Special Order of Business to be heard at 2:00 P.M.

October 17, 1983: Over to the second meeting in November at the request of the department.

Action: Over to the meeting of December 5, 1983 at request of Ms. Cardoza's attorney.

Ying Kang Chen, 9163 Transit Operator, 3/E-116, Public Utilities Commission, San Francisco Municipal Railway, 9/22/83. (Calendar Item No. 25) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Martha Collier, 8301 Sheriff's Property Keeper, LT, Sheriff's Department, Civil Division, 6/28/83. (Calendar Item No. 20) (1)

August 15, 1983: Over to the meeting of September 19, 1983 at request of Local 390/400.

September 19, 1983: Over to the meeting of October 3, 1983 due to lack of quorum.

October 3, 1983: The Sheriff and the Civil Service Commission EEO Unit to explore the possibility of other employment and to report back to the Commission on November 7, 1983.

November 14, 1983: Over to the meeting of November 28, 1983 at request of Sheriff.

Action: Over to the meeting of December 5, 1983 at Ms. Collier's request.

Jorge D. Dancis, 9163 Transit Operator, 13/E-114, Public Utilities Commission, San Francisco Municipal Railway, 10/1/83. (Calendar Item No. 26) (4)

November 14, 1983: Over to the meeting of November 28, 1983 at request of Transport Workers Union.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Joyce C. Daniels, 1729 Data Entry Operator, 9/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 9/19/83. (Calendar Item No. 37) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Sharon Davis, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/25/83. (Calendar Item No. 19) (1)

September 19, 1983: Over to the meeting of October 17, 1983 at request of Transport Workers Union.

October 17, 1983: Over to the next meeting at request of Transport Workers Union.

November 14, 1983: Over to the meeting of December 5, 1983 by Commission action.

Action: Over to the meeting of December 5, 1983 (calendared through clerical error).

Diosdado S. Dente, Q-2 Police Officer, 82/E-95, San Francisco Police Department, Northern Station, 9/29/83. (Calendar Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Janice R. Houston, 9163 Transit Operator, 511/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/25/83. (Calendar Item No. 38) (7)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Maryon J. Joachim, 1424 Clerk Typist, LT, San Francisco Unified School District, Personnel Services, 10/7/83. (Calendar Item No. 22) (1)

November 14, 1983: Over to the meeting of November 28, 1983 at request of San Francisco Unified School District.

Action: Over to the meeting of December 5, 1983 at Ms. Joachim's request.

Curtis A. Kelley, 9163 Transit Operator, 161/E-109, Public Utilities Commission, San Francisco Municipal Railway, 10/7/83. (Calendar Item No. 39) (7)

Action: Off calendar pending final decision.

Jerome Lang, 2736 Porter, 21/E-52, Department of Public Health, Laguna Honda Hospital, 9/30/83. (Calendar Item No. 40) (7)

Action: Over to the meeting of December 5, 1983 at request of department.

Donald Lopez, 1404 Clerk, 10/CPE-1, Department of Public Health, Records & Statistics, 10/27/83. (Calendar Item No. 41) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Collin Lui, 8238 Police Communications Dispatcher, 37/E-1, San Francisco Police Department, Communications Division, 10/18/83. (Calendar Item No. 31) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Carolyn McNeil, 2312 Licensed Vocational Nurse, 37/E-77, Department of Public Health, San Francisco General Hospital Medical Center, 11/8/83. (Calendar Item No. 28) (4)

Action: Over to the meeting of December 5, 1983 at Ms. McNeil's request.

Charles A. Miller, Q-2 Police Officer, 76/E-97, San Francisco Police Department, Northern Station, 9/29/83. (Calendar Item No. 34) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Karen O'Brien, 8238 Police Communications Dispatcher, LT, San Francisco Police Department, Communications Division, 10/13/83. (Calendar Item No. 35) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department.

Michael X. Rivas, 7338 Electrical Line Worker, 8/CPE-3, Department of Electricity, Electrical Division, 9/6/83. (Calendar Item No. 24) (2)

October 3, 1983: Over to the meeting of November 7, 1983 at request of Mr. Rivas' attorney.

November 14, 1983: Over to the meeting of December 5, 1983 at the request of Mr. Rivas' attorney.

Action: Over to the meeting of December 19, 1983 at request of Mr. Rivas' attorney. (Calendared on November 28 through clerical error).

Louis P. Tercero, Q-2 Police Officer, 94/E-94, San Francisco Police Department, Property Control Division, 8/29/83. (Calendar Item No. 30) (6)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

October 3, 1983: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department. Subsequent to this action the Commission granted reconsideration and ordered the matter recalendared at the meeting of November 7, 1983 at 3:00 P.M. in Room 282 City Hall.

November 14, 1983: Over to the meeting of November 28, 1983 at the request of Mr. Tercero's attorney.

Action: Over to the meeting of December 5, 1983 at request of Mr. Tercero's attorney.

Lawrence Williams, 9210 Airport Police Officer, 86/E-8, Airports Commission, 8/1/83. (Calendar Item No. 23) (3)

August 29, 1983: Over to the meeting of September 19, 1983 at the request of Mr. Williams' attorney.

September 19, 1983: Over to the meeting of October 17, 1983 at request of Mr. Williams' attorney.

October 17, 1983: Over to second meeting of November at the request of Mr. Williams' attorney.

Action: Deny appeal; approve automatic resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Leodis Wright, 2736 Porter, 35/E-52, Department of Public Health,
San Francisco General Hospital Medical Center, 9/16/83. (Calendar
Item No. 36) (6)

Action: Approve. Cancel all current examination and
eligibility status. Future employment subject to
review and approval of the General Manager,
Personnel after satisfactory completion of one
year's work experience outside the City and County
service. Not to be employed again by the
Department of Public Health.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 5, 1983

PART I - 2:00 P.M.

DOCUMENTS DEPT.

DEC 20 1983

SAN FRANCISCO
PUBLIC WORKS DEPT.

Present: Commissioner Lee
Commissioner Gloyd
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon (Items Missed: 3, 8, 10, 12, 16, 18 & all of
Part II)

Commissioner Lee presided

MINUTES: 1. Regular Meeting of November 14, 1983
2. Regular Meeting of November 28, 1983

Action: Approve.

ANNOUNCEMENT

The Commission announced that it had met in Executive Session with the City Attorney on the following items and took the action indicated.

1. Decision of the Superior Court in the litigation around the selective certification procedure of Charter Section 8.329.

Action: Directed the City Attorney not to appeal.

2. Hiring in the uniformed ranks of the San Francisco Fire Department.

Action: No action taken.

CLASSIFICATION MATTERS

1325A-83 Review of requests for approval of proposed personal services Contracts. (Calendar Item No. 3)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
232-83/84	Public Health	Garden Sullivan Hospital-Pacific Medical Center
233-83/84	Public Health	Haight Ashbury Free Clinic
234-83/84	Public Health	Operation Concern
235-83/84	Public Health	Musick, Peeler & Garrett
236-83/84	Civil Service Commission	W.J. Burns, Ph.D.
237-83/84	Port Commission	Trade Information Planning Systems
238-83/84	Public Works	Harris Corp. Digital Telephone Systems

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
239-83/84	Public Works	The Asphalt Institute
240-83/84	Public Works	Pacific Calibration Services
241-83/84	Public Works	Michael Painter & Associates
242-83/84	Art Commission	Kathie Cinnater
243-83/84	Airports Commission	S.F. Intl. Airport Medical Group Doctors, Chan, LaPorte & Smookler

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1325B-83 Review of requests for approval of proposed personal services Contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
244-83/84	Public Utilities Commission	Foster Engineering, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1328-83 Classification survey of positions in various City Departments. (Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Mayor	1	1848 Mayor's Program Consultant (\$1021B1021)	Same
Recreation and Park	6	3410 Assistant Gardener (Sch. 45.3 \$846B1022)	3417 Gardener (Sch. 45.3 \$846B1022)
	5	3434 Tree Topper (Sch. 47.3 \$929B1125)	Same
	2	3436 Tree Topper Supervisor I (Sch. 50.8 \$1099B1329)	Same
	1	7328 Operating Engineer Universal (Sch. 46.6 \$899B1421)	Same
	1	7355 Truck Driver (1067B1355)	Same
	1	7370 Rigger (Sch. 45.5 \$854B1032)	Same
	1	3466 Asst. Supt. Parks, Squares & Facilities (Sch. 54.8 \$1329B1611)	Same
	2	3464 Area Supervisor, Parks, Squares & Facilities (Sch. 51.3 \$1125B1362)	Same

Action: Adopt staff report.

1330-83 "Project Manager" Proposal (In lieu of personal services contract) as submitted by Mr. Leo Jed, Chief Engineer, Bureau of Engineering and Construction Management. (Calendar Item No. 11)

November 28, 1983: Over to the meeting of December 5, 1983.

Action: Approve. The Public Utilities Commission to submit comprehensive report on implementation within six (6) months and another report following the second six (6) months. Such reports to include all EEO data. The Commission indicated that it would not rescind this action for one (1) year.

EXAMINATION MATTERS

3545-83 Appeal of staff's denial of protest of oral examination for Class 1231 Associate Affirmative Action Coordinator. (Calendar Item No. 12)

November 14, 1983: Over to the meeting of November 28, 1983 at request of appellant.

November 28, 1983: Over to the meeting of December 5, 1983 to allow time for Ms. Thompson to review documents provided by staff relevant to procedures and guidelines on establishing oral boards.

Action: Deny protest; adopt list. Staff directed to issue written procedures on composition of oral boards.

3568-83 Special Report - Class 8304 Deputy Sheriff - (Richard Norton). (Calendar Item No. 14)

Action: Off calendar at Mr. Norton's request. Mr. Norton to notify the Assistant Secretary when prepared to proceed (Mr. Norton is an eligible on List E-10 which expires on February 17, 1985).

3596-83 Appeal of staff's decision to amend the examination announcement for Class 1650 Accountant. (Calendar Item No. 13)

November 28, 1983: Over to the meeting of December 5, 1983 at request of appellant.

Action: Over to the meeting of December 12, 1983 at request of attorney for appellants.

3602-83 Special Report - Class 8304 Deputy Sheriff - (George E. Bernal). (Calendar Item No. 15)

Action: Off calendar at the request of the Sheriff.

3607-83 Appeal of rejection on background investigation for Class 8214 Parking Control Officer by David Behrend. (Calendar Item No. 16)

Action: Deny staff report; grant appeal. Find David Behrend qualified as to background in this examination for Class 8214 Parking Control Officer.

3608-83 Appeal of rejection on background investigation for Class 8214 Parking Control Officer by Claude P. Jones.

Action: Off calendar at Mr. Jones' request; appeal withdrawn.

IN-SERVICE MATTERS

4725-83 From the City Attorney: Opinion Number 83-50 Order of Certification of Certified Temporary Employees Under Section 8.329 of the Charter. (Calendar Item No. 8)

August 1, 1983: Over to the meeting of August 15, 1983.

August 15, 1983: Over to the Special Meeting of August 29, 1983. Staff to proceed with canvassing of lists utilizing current procedure for any list which will expire between August 15, 1983 and date Commission acts on this opinion.

August 29, 1983: 1. Staff directed to draft forthwith revised procedures consistent with City Attorney Opinion 83-50 and following meet and confer/consultation as required by State law to submit procedures to Commission for ratification.
2. Staff directed to proceed with canvassing of extant lists utilizing current selective certification procedure.

September 19, 1983: Over to the meeting of October 3, 1983.

October 3, 1983: Over to the meeting of October 17, 1983 by Commission action.

November 14, 1983: Over to the meeting of November 28, 1983 at the request of Local 390/400.

November 28, 1983: Over to the meeting of December 5, 1983 at request of City Attorney.

Action: Reject Opinion 83-50; accept recent interpretation of Superior Court Judge Stuart Pollack; staff directed to prepare necessary Rule changes for implementation of this interpretation.

6063-83 Appeal of staff's decision to authorize non-Civil Service appointment in Class 1658 Chief Accountant at the San Francisco Port Commission. (Calendar Item No. 10)

November 14, 1983: Over to the meeting of November 28, 1983 at the request of the Sheriff.

November 28, 1983: Over to the meeting of December 5, 1983.

Action: Off calendar.

6100-83 Appeal of staff's decision to authorize forty-one non-Civil Service appointments in Class Q-60 Lieutenant, San Francisco Police Department (Oral Authorization Numbers 301470-301510). (Calendar Item No. 7)

November 28, 1983: Over to the meeting of December 5, 1983 by Commission action.

Action: Over to the meeting of December 12, 1983.

6105-83 Bilingual needs assessment at San Francisco General Hospital.
(Calendar Item No. 9)

November 28, 1983: Over to the meeting of December 5, 1983.

Action: Over to the meeting of January 9, 1984.

6128-83 Determination of future employability of Marion Beckland, Class 1424
Clerk Typist (non-Civil Service), Civil Service Commission.
(Calendar Item No. 18)

Action: Cancel all current examination and eligibility status.
Future employment subject to the review and approval of
the General Manager, Personnel after satisfactory
completion of one year's work experience outside the
City and County service.

6130-83 From the heads of various departments requesting authorization to
make limited tenure appointments. (Calendar Item No. 6)

Action: Adopt staff report; approve requests for the duration
indicated in the staff report.

6131-83 Request for exception to the order of lay-off, Department of Public
Health. (Calendar Item No. 6A)

Action: Adopt staff report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 5, 1983

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Daniel Barnett, 2708 Custodian, 28/E-2, Airports Commission,
Custodial Division, 10/24/83. (Calendar Item No. 31) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Michele Blackmon, 8202 Security Guard, LT, Airports Commission,
Police Division, 11/11/83. (Calendar Item No. 32) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Christina Cardoza, 2708 Custodian, LT, San Francisco Unified School
District, Custodial Division, 11/20/82. (Calendar Item No. 20) (1)

June 6, 1983: Over to the meeting of August 15, 1983 at
request of Ms. Cardoza's attorney.

August 15, 1983: Over to the meeting of September 19, 1983
at the request of the department.

September 19, 1983: Over to the meeting of October 17, 1983.
Special Order of Business to be heard at
2:00 P.M.

October 17, 1983: Over to the second meeting in November at
the request of the department.

November 28, 1983: Over to the meeting of December 5, 1983 at
request of Ms. Cardoza's attorney.

Action: Disapprove. Reinstate to position.

Paula J. Carroll, 9163 Transit Operator, 187/E-114, Public Utilities
Commission, San Francisco Municipal Railway, 10/31/83. (Calendar
Item No. 28) (2)

Action: No future employment in Class 9163 Transit Operator.

Martha Collier, 8301 Sheriff's Property Keeper, LT, Sheriff's Department, Civil Division, 6/28/83. (Calendar Item No. 21) (1)

August 15, 1983: Over to the meeting of September 19, 1983 at request of Local 390/400.

September 19, 1983: Over to the meeting of October 3, 1983 due to lack of quorum.

October 3, 1983: The Sheriff and the Civil Service Commission EEO Unit to explore the possibility of other employment and to report back to the Commission on November 7, 1983.

November 14, 1983: Over to the meeting of November 28, 1983 at request of Sheriff.

Action: Disapprove. Reinstate to position as requested by the department.

Sharon Davis, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/25/83. (Calendar Item No. 22) (1)

September 19, 1983: Over to the meeting of October 17, 1983 at request of Transport Workers' Union.

October 17, 1983: Over to the next meeting at request of Transport Workers' Union.

November 14, 1983: Over to the meeting of December 5, 1983 by Commission action.

November 28, 1983: Over to the meeting of December 5, 1983.

Action: Over to the meeting of December 12, 1983.

Richard D. Hoefener, 9163 Transit Operator, 56/E-116, Public Utilities Commission, San Francisco Municipal Railway, 10/31/83. (Calendar Item No. 29) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Maryon J. Joachim, 1424 Clerk Typist, LT, San Francisco Unified School District, Personnel Services, 10/7/83. (Calendar Item No. 25) (3)

November 14, 1983: Over to the meeting of November 28, 1983 at request of San Francisco Unified School District.

November 28, 1983: Over to the meeting of December 5, 1983 at Ms. Joachim's request.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to position.

Jerome Lang, 2736 Porter, 21/E-52, Department of Public Health, Laguna Honda Hospital, 9/30/83. (Calendar Item No. 34) (7)

November 28, 1983: Over to the meeting of December 5, 1983 at request of department.

Action: Over to the meeting of December 12, 1983.

Carolyn McNeil, 2312 Licensed Vocational Nurse, 37/E-77, Department of Public Health, San Francisco General Hospital Medical Center, 11/8/83. (Calendar Item No. 26) (4)

November 28, 1983: Over to the meeting of December 5, 1983 at Ms. McNeil's request.

Action: Off calendar at the request of Department of Public Health.

John E. Nious, 9163 Transit Operator, 35/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/8/83. (Calendar Item No. 35) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Rodolf J. Ortiz, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 10/12/83. (Calendar Item No. 23) (1)

Action: Disapprove. Reinstate to position.

Jackie Readus, 8214 Parking Control Officer, LT, Airports Commission, Police Division, 11/15/83. (Calendar Item No. 24) (1)

Action: Off calendar at the request of the Airports Commission.

Nathaniel Smith, 2708 Custodian, LT, Airports Commission, Custodial Division, 11/16/83. (Calendar Item No. 33) (6)

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission.

Louis P. Tercero, Q-2 Police Officer, 94/E-94, San Francisco Police Department, Property Control Division, 8/29/83. (Calendar Item No. 30) (6)

September 19, 1983: Over to the meeting of October 3, 1983 due to length of calendar.

October 3, 1983: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Police Department. Subsequent to this action the Commission granted reconsideration and ordered the matter recalendared at the meeting of November 7, 1983 at 3:00 P.M. in Room 282 City Hall.

November 14, 1983: Over to the meeting of November 28, 1983 at the request of Mr. Tercero's attorney.

November 28, 1983: Over to the meeting of December 5, 1983 at request of Mr. Tercero's attorney.

Action: Not to be employed again by the San Francisco Police Department. Cancel eligibility on Class 8304 Deputy Sheriff list.

Harold L. Williams, 9163 Transit Operator, 1386/E-112, Public Utilities Commission, San Francisco Municipal Railway, 11/8/83. (Calendar Item No. 36) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 12, 1983

PART I - 2:00 P.M.

DOCUMENTS DEPT.

DEC 20 1983

SAN FRANCISCO
CALIFORNIA

Present: Commissioner Lee (Items Missed: All except 12, 16 & 18)
Commissioner Gloyd
Commissioner Texidor del Portillo
Commissioner Powell
Commissioner Salomon (Items Missed: All except 12, 16 & 18)
Commissioner Lee presided over Items 12, 16 & 18 only
Commissioner Gloyd presided over all Items except 12, 16 & 18

CLASSIFICATION MATTERS

1338-83 Review of requests for approval of proposed personal services
Contracts. (Calendar Item No. 2)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
245-83/84	Office of the Mayor	Robert E. Reeves

Action: Adopt staff report; notify the offices of the Controller
and the Purchaser.

1339-83 Reorganization of the Business Division, Recreation and Park
Department. (Calendar Item No. 12)

Action: Adopt staff report.

1. Establish new classification of 3138 Assistant
General Manager for Administration (J, Z
\$173182104); adopt class specification as indicated
in staff report.
2. Allocate one new position authorized in the 1983-84
budget as A514 Assistant General Manager for
Administration (J \$173182104) to the new
classification.
3. Allocate one new position authorized in the 1983-84
budget as A515 Finance Director (J \$173182104) to
Class 1675 Supervising Fiscal Officer (\$169882063).
4. Allocate one new position authorized in the 1983-84
budget as A567 Assistant Finance Director (J
\$125581520) to Class 1656 Head Accountant
(\$125581520).

1340-83 Allocation of six new positions in the Municipal Railway. (Calendar
Item No. 3)

Action: Adopt staff report.

1. Allocate six new positions in the Municipal Railway
in budgeted classes as follows:

1-7249 Automotive Mechanic Supervisor I \$17.62 Hour
1-7322 Automotive Body & Fender Assistant
Supervisor \$17.05 Hour
4-7382 Automotive Mechanic Assistant
Supervisor \$16.85 Hour
2. Amend Annual Salary Ordinance Section
35/350200/31001/003 accordingly.

1341-83 Request for approval to request release of a portion of funds reserved for Classification Survey. (Calendar Item No. 13)

Action: Approve.

EXAMINATION MATTERS

3562-83 Proposed psychological testing procedures - San Francisco Police Department. (Calendar Item No. 8)

October 17, 1983: Over to the second meeting in November.

November 28, 1983: Over to the meeting of December 19, 1983 at request of San Francisco Police Department.

Action: Over to the meeting of January 23, 1984 due to change in December meeting schedule.

3567-83 Special Report - Sherman Franklin, 1630 Account Clerk. (Calendar Item No. 11)

November 14, 1983: Over to the meeting of December 19, 1983 at Mr. Franklin's request.

Action: Adopt staff report. Remove Mr. Franklin's name from the eligible list for Class 1630 Account Clerk. Not to be considered for appointment in any classification until he has established a consistent record of satisfactory personal history.

3596-83 Appeal of staff's decision to amend the examination announcement for Class 1650 Accountant. (Calendar Item No. 7)

November 28, 1983: Over to the meeting of December 5, 1983 at request of appellant.

December 5, 1983: Over to the meeting of December 12, 1983 at request of attorney for appellants.

Action: Over to the meeting of January 9, 1984 due to change in December meeting schedule.

IN-SERVICE MATTERS

6100-83 Appeal of staff's decision to authorize forty-one non-Civil Service appointments in Class Q-60 Lieutenant, San Francisco Police Department (Oral Authorization Numbers 301470-301510). (Calendar Item No. 10)

November 28, 1983: Over to the meeting of December 5, 1983 by Commission action.

December 5, 1983: Over to the meeting of December 12, 1983 at request of San Francisco Police Department.

Action: Over to the meeting of January 9, 1984.

- 6158-83 From the heads of various departments requesting authorization to make limited tenure appointments. (Calendar Item No. 4)
- Action: Adopt staff report; approve requests for the duration indicated in the staff report.
- 6159-83 Review of medical rejection of Roland On for Class 8304 Deputy Sheriff. (Commissioner Lee) (Calendar Item No. 9)
- July 5, 1983: Over to the meeting of July 18, 1983.
- July 18, 1983: Over to the Special Meeting of August 29, 1983.
- August 29, 1983: Over to the meeting of September 19, 1983 to permit staff to research visual standards for Class 8304 Deputy Sheriff.
- September 19, 1983: Over to the meeting of October 17, 1983.
- October 17, 1983: Over to the next meeting at the request of Mr. On's attorney.
- November 14, 1983: Over to the meeting of November 28, 1983 at the request of the Sheriff.
- November 28, 1983: Over to the meeting of December 19, 1983 at Mr. On's request.
- Action: Over to the meeting of January 23, 1983 due to change in December meeting schedule.
- 6160-83 Proposed amendment to Civil Service Commission Rule 11 - Certification of Eligibles, Section 11.02C - Selective Certification of Certified Temporary Employees. (Calendar Item No. 5)
- Action: Post for adoption at the meeting of January 9, 1984.
- 6161-83 Proposed amendment to Civil Service Commission Rule 20 - Transfers, Section 20.03 - Transfer of Disabled (Implementation of Proposition D - November, 1983 Election). (Calendar Item No. 6)
- Action: Post for adoption at the meeting of January 9, 1984.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 12, 1983

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Alan Choy, 2302 Orderly, LT, Department of Public Health, Laguna Honda Hospital, 12/13/83. (Calendar Item No. 17) (1)

Action: Over to the meeting of January 9, 1984.

Douglas S. Cobb, 7379 Electrical Transit Mechanic, 4/E-8, Public Utilities Commission, Equipment Maintenance Division, 11/29/83. (Calendar Item No. 22) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Sharon Davis, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 8/25/83. (Calendar Item No. 16) (1)

September 19, 1983: Over to the meeting of October 17, 1983 at request of Transport Workers' Union.

October 17, 1983: Over to the next meeting at request of Transport Workers' Union.

November 14, 1983: Over to the meeting of December 5, 1983 by Commission action.

December 5, 1983: Over to the meeting of December 12, 1983.

Action: Approve. Future employment in Class 9163 Transit Operator subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Melvin Jacobs, 9163 Transit Operator, 6/E-114, Public Utilities Commission, San Francisco Municipal Railway, 11/9/83. (Calendar Item No. 20) (2)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Jerome Lang, 2736 Porter, 21/E-52, Department of Public Health, Laguna Honda Hospital, 9/30/83. (Calendar Item No. 21) (7)

November 28, 1983: Over to the meeting of December 5, 1983 at request of department.

December 5, 1983: Over to the meeting of December 12, 1983.

Action: Over to the meeting of January 9, 1984.

Loren Riggs, 8304 Deputy Sheriff, 57/E-10, San Francisco Sheriff's Department, Prisoner Custody, 11/9/83. (Calendar Item No. 23) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Sheriff's Department.

Michael X. Rivas, 7338 Electrical Line Worker, 8/CPE-3, Department of Electricity, Electrical Division, 9/6/83. (Calendar Item No. 19) (2)

October 3, 1983: Over to the meeting of November 7, 1983 at request of Mr. Rivas' attorney.

November 14, 1983: Over to the meeting of December 5, 1983 at the request of Mr. Rivas' attorney.

November 28, 1983: Over to the meeting of December 19, 1983 at request of Mr. Rivas' attorney.

Action: Over to the meeting of January 9, 1984 at request of Mr. Rivas' attorney.

Lawrence Williams, 9210 Airport Police Officer, 86/E-8, Airports Commission, 8/1/83. (Calendar Item No. 18) (3)

August 29, 1983: Over to the meeting of September 19, 1983 at the request of Mr. Williams' attorney.

September 19, 1983: Over to the meeting of October 17, 1983 at request of Mr. Williams' attorney.

Action: Grant appeal; disapprove automatic resignation. Refer to physician/psychologist for employment evaluation.

